

## **DIRECTOR OF CONTRACT FOOD SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for monitoring the food service contracts in Broome County to ensure the continuation of quality products. The incumbent will oversee the operation of food service, food quality, and nutritional requirements ensuring the maintenance of high service standards. The incumbent will also analyze the efficiency and effectiveness of all food service operations including but not limited to Willow Point Rehabilitation and Nursing Center, Office for Aging, and the Broome County Jail. The incumbent reports directly to and works in accordance with the general policies and objectives of the County Executive and County Legislature. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the provision of food service with the consuming units to assure a maximum level of acceptance;

Oversees the evaluation for food service operations of the County in relation to established goals, objectives and practices;

Evaluates the operation of food service and delivery of meals to ensure adherence to contract;

Oversees cost controls and the preparation of purchase orders, purchase requisitions and chargebacks to ensure that food service operations will operate efficiently and effectively;

Oversees bids for food, nonfood and equipment to ensure that production to ensure that food service operations will operate efficiently and effectively;

Oversees food service operations to ensure compliance with State and Federal regulations;

Evaluates and recommends new short-term and long-term concepts to enhance the food service experience;

Provides guidance and expertise in the provision of services;

Meets regularly with the County Executive to report and discuss food service contract and adherence to such contract.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of quantity food preparation and service techniques;

Thorough knowledge of principles and practices of food service systems;

Good knowledge of budget and purchasing procedures;

Good knowledge of basic nutrition and dietetics;

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Ability to communicate effectively, both orally and in writing;  
Ability to establish effective working relationships;  
Ability to interpret and analyze food service contracts;  
Ability to observe and evaluate the work of others;  
Ability to use a personal computer to enter, retrieve and analyze data;  
Ability to prepare and present a variety of reports.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in dietetics, nutrition, food service management, business administration or closely related field and four years' experience in food service administration, two of which must have been in a supervisory position responsible for a large scale food service operation.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.