

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Food Service Director		Class Code: 002TJ2
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 8-30-13
	Summary: Incumbent has complete administrative responsibility for food service operations. Work includes supervision of other dietitians and food staff, including nutritional care programs.		

Duties:

- Develops, implements and evaluates long-range and short-term goals for department and special nutritional care programs;
- Formulates department annual budget request and supporting justifications;
- Conducts regular meetings for employees and supervisors for purposes of direction and exchange of information; and to handle complaints and resolve problems;
- Reviews and approves time schedules, reports of activities and evaluation of work;
- Develops standards of dietary service;
- Develops long-term and short-term educational programs for service personnel;
- Prepares written specifications for equipment and food purchasing;
- Develops and revises food service department policy and procedure manual for use in the institution;
- Establishes policies and procedures in order to comply with standards set by the state hospital and other regulatory agencies;
- Is responsible for all disciplinary action within the food service department;
- Interviews new applicants and makes recommendations for hiring;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of the principles, techniques and terminology of modern dietitian and of institutional management including food values and costs;
- Thorough knowledge of modern methods, materials and equipment used in large scale food preparation and service and the care necessary to maintain such equipment;
- Thorough knowledge of federal and state institution rules and regulations involving food preparation and sanitation;
- Ability to judge food quality and determine conformity to specified standards;
- Ability to train, instruct and supervise food personnel and to conduct in-service training programs;
- Ability to keep records and to prepare budgetary reports;
- Ability to communicate effectively, orally and in writing;

Difficulty of Work:

Incumbent exercises considerable judgment in adapting standards, principles and theory of dietetics to complex situations which often involve many variables or new considerations.

Responsibility:

Incumbent applies general standards and agency policies while working independently. General administrative supervision is received from Assistant Superintendent of Administration, but incumbent makes technical decisions and recommendations regarding food service operations.

Personal Work Relationships:

Incumbent works with patients/residents, physicians and other medical staff, institutional department heads, outside agency officials, commercial vendors, general public and community members.