

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

RANCH FOOD SERVICES MANAGER

DEFINITION

Under direction, plans, organizes, coordinates, directs, prepares, and implements the Food Service Program at the Marin County Office of Education Walker Creek Ranch Outdoor Education Facility, hereafter referred to as the Ranch.

THE POSITION

This class performs professional-level services in the preparation, control and supervision of the food service program at the Ranch. Incumbents are responsible for the healthy nutrition of students, staff, and other users at the facility. This class is distinguished from other classes serving the MCOE by the nature of the work being specific to the Ranch.

DESIRABLE QUALIFICATIONS

Knowledge of: Procedures and equipment used in large quantity food preparation, serving and sanitation;
Food values, proper food combinations and economical substitutions;
Government regulations concerning food service;
Nutritional values in food preparation;
Cost, inventory and budget control;
Principles of accounting as related to food service, financial recordkeeping and reporting;
Business mathematics;
Principles of supervision and training,
Safety principles of working in rustic conditions;
Principles of cooperation with other workers.

DUTIES AND RESPONSIBILITIES

Develops menus for breakfast, lunch and dinner meals for students, staff, and other users; prepares meals and supervises preparation of meals for serving at designated meal times; purchases, monitors and maintains inventory of food stuffs in sufficient quantity for production of meals at all times; maintains financial and descriptive records pertaining to nutritional servings per person, cost of meals per person, etc., in accordance with reporting time periods; maintains financial and descriptive records in a manner consistent with county, federal, and state governments auditing requirements; assists in providing financial data for budget development; ensures the proper storage of food stuffs to minimize spoilage and waste; determines work schedule assignments for staff; supervises the care and cleaning of kitchen utensils and machines for proper sanitation and proper working conditions; oversees the general cleanliness and maintenance of the building and reports needed repairs; supervises assigned food service staff, and does other work as necessary requiring essentially the same efforts, skills, and responsibilities when work requirements are changed or modified.

Ability to: Prepare food in large quantities;
Plan menus and meals and develop and test recipes;
Interact with students and adults in a cooperative and positive atmosphere;
Direct the Ranch food service operation, including purchasing, accounting, food preparation, food storage and inventory, equipment use, food service, food usage and menu planning.

Prepare written reports, specifications, schedules and correspondence;
Read and understand legal codes, technical materials and administrative policies, reports and directives;
Formulate and administer a budget;
Develop and monitor work schedules;
Supervise and evaluate the work of others;.
Understand and carry out written and verbal directions;
Operate vehicle in hilly terrain.

TRAINING AND EXPERIENCE

Any combination of training and experience which demonstrates possession of the knowledges and abilities stated above. A typical qualifying background is prior experience in a food service program involving program planning, supervision and budget administration. Must possess and maintain a valid California Driver's license.