

**DESCRIPTION:** Under administrative direction, is responsible for all facets of a large food service operation. Work is performed independently. Incumbents are responsible for the performance and production of all other food service employees in the assigned facility/program; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

May serve in a responsible supervisory capacity as a registered dietitian in a food service activity.

Directs the preparation and serving of food by all employees; inspects the food received and served.

Plans meals and therapeutic diets as to quality, quantity and nutritional value; plans all menus including special diets.

Orders meats, staples, fresh food items and other supplies from outside vendors; supervises periodic inventories; makes food control and cost reports.

Makes weekly inspections of dining rooms and kitchens; responsible for sanitation and safety conditions; sees to repair of all food service equipment.

Prepares food service budget; trains, orients, supervises and evaluates all subordinates and new personnel; keeps records of scheduled vacation and sick leave and all other personnel actions.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: all food service techniques; management principles, human nutrition and research, planning and layout construction.

Ability to: plan menus; train and supervise the work of others; communicate effectively with a wide variety of people; make decisions.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

**For Health and Human Services Regional Center positions: (governed by state and CMS regulations):**

Must be licensed as a Medical Nutrition Therapist in the state of Nebraska.

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For Health and Human Services Veterans Homes positions (governed by Veterans Affairs and state health regulations for long term care facilities):

Graduate of a dietetic technician program approved by the American Dietetic Association;

**OR**

Bachelor's degree in Foods and Nutrition;

**OR**

Graduate of a dietetic assistant program approved by the American Dietetic Association, qualifying for certification by the Dietary Manager's Association;

**OR**

Successful completion of a food service management course at an accredited university, community college, or technical college who curriculum meets at least the minimum requirements of any of the programs described above, whether or not formally approved by the entities named above.

For Dept. of Correctional Services positions (governed by community standards):

Same as above [for the Veterans Homes];

**OR**

Associate degree in Foods/Nutrition plus four years experience in a large institutional food service operation, three of which must be in a management position;

**OR**

High school education or equivalent plus six years of experience in a large institutional food service operation, three of which must be in a management position.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine overtime eligibility as required by the Fair Labor Standards Act (FLSA).