

Market Range Detail - Food Services Manager

Effective Date

October 12, 2015

Market Range Title Description

This is a single incumbent position responsible for the overall planning, direction, and management of the activities, operations, and programs of the Food Services Division in the Sheriff's Office. The Food Service Manager is responsible for developing and implementing a centralized food services program providing healthy meals to inmates in all County jail facilities. The Food Service Manager is distinguished from other supervisory and manager food service positions by the overall responsibility for the entire Food Service Division.

The Food Service Manager accomplishes work through subordinate managers and supervisors. Management duties include developing and monitoring performance plans, evaluating performance, training, counseling and coaching staff, determining work schedules and priorities, and interviewing and selecting staff. Other typical job duties include: developing and implementing operational policies and procedures; establishing goals, strategies and priorities; performing needs assessments and analyzing the effectiveness of service delivery; developing innovative, cost effective programs and projects; working closely with the Dietician to establish and plan inmate food requirements and special diets/menus; working with each jail facility to develop a meal distribution schedule; directing the ordering and receiving of food products and supplies; administering and managing the division budget; monitoring compliance of all kitchen operations with local, state, and federal health regulations; developing strategies to control food costs and save money; developing strategies to ensure inventory control; researching new food service technologies and trends; developing security procedures to ensure that meals are prepared and delivered in a safe and secure manger; researching and developing new training; analyzing service delivery statistics and preparing reports for management; developing relationships with local groups and food banks. The Food Service Manager reports to a Sheriff's Deputy Chief.

Market Range

Minimum Hourly Rate

\$33.17

Midpoint / Hiring Maximum

\$40.21

Maximum Hourly Rate

\$47.25

Likely Minimum Qualifications

- Five years of experience in high-volume food preparation including at least three years of experience supervising a large volume food service facility
- Other combinations of education and experience may be considered in substitution for the minimum requirements
- Bachelor's degree in food service management, hospitality, business administration, or related field

Working Titles

- Food Services Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.