

CLASS SPECIFICATION FOR  
**Detention Food Service Manager**

**GENERAL STATEMENT OF DUTIES:** Manages food service operations and staffing for the James River Juvenile Detention Center; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Develops, implements and supervises a food service program to serve a variety of nutritious and attractive meals for the residents and staff of the James River Juvenile Detention Center, a large residential facility serving three meals per day, seven days per week. General supervision and policy direction are received from the Detention Home Assistant Superintendent. Direct supervision is exercised over the food preparation staff. The employee serves and participates as a member of the Center's administrative team, providing input into the management and operation of the Center

**EXAMPLES OF WORK** (illustrative only):

- Develops plans and standards for the Center's overall food service program;
- Upon approval, implements the food service program and any changes to it;
- Establishes and maintains quality standards for food service and sanitation;
- Plans nutritious, diverse, attractive and well-balanced meals;
- Interviews, hires, disciplines and evaluates food service employees according to Center and County policies;
- Manages the USDA food supplement program, ensuring compliance with all federal guidelines and preparing necessary reports;
- Develops and implements an orientation and ongoing training and development program for food service employees;
- Establishes work schedule for staff;
- Maintains food service inventory, planning for, justifying, ordering and receiving all food service equipment and supplies for the Center;
- Develops operating budget and monitors and works within budget authorized;
- Supervises and assists in the preparation and serving of food, to include considerations such as recipe and menu development, taste, serving size and quality;
- Keeps records and prepares reports;
- May be called upon to perform other duties relating to the safety of the residents and the protection of the facility, especially during times of crisis or emergency;
- Serves as a member of the Center's administrative team, providing information, input and consultation services regarding management/operational considerations and concerns;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of nutrition and dietetics; extensive knowledge of the administration and operation of a food service program; proven supervisory skills and the ability to plan and direct the work of employees; ability to manage and direct a large scale food service operation; ability to effect and maintain good working relationships with employees and staff; ability to communicate effectively both orally and in writing; proven record-keeping skills; good judgment; integrity; tact; initiative and ingenuity; physical condition that permits such activities as heavy lifting, carrying, stooping, bending and occasional work under adverse temperatures.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in a field related to nutrition or dietary/food service management and two (2) years of experience managing an institutional food service operation; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** Requires a pre-employment background check. Requires pre-employment and annual physical examinations and/or medical tests administered by the Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the position, as well as on State standards and requirements.