



## **Arkansas Game and Fish Commission Employment Job Posting**

**FOOD PREPARATION MANAGER - AGFC FOOD PREPARATION MANAGER**

**POSITION NO: 22096029**

### **POSTING INFORMATION:**

Advertisement Opens: June 20, 2018

Advertisement Closes: July 18, 2018

Full Time: Yes

Salary: \$29,573.00 - \$29,573.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus five years of experience in institutional and/or commercial food service or related area, including one year in a supervisory capacity.

**OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.**

Preferred Education and/or Experience:

NONE

Knowledge, Abilities, and Skills:

Knowledge of supervisory practices and procedures.

Knowledge of sanitation and safety requirements of a food service facility.

Knowledge of methods, materials, and appliances used in large scale food preparation, service, and storage.

Knowledge of basic dietetics, including food preparation, service, sanitation and safety.

Knowledge of purchasing, inventory, and storeroom procedures.

Ability to plan, organize, and oversee the work activities of a subordinate food supervisory and preparation staff.

Ability to develop and present in-service training.

Ability to compile, prepare, and maintain records and reports.

Preferred Knowledge, Abilities, and Skills:

Ability to fulfill meal/service requests by food preparation and servings. Ability to ensure compliance with laws, regulations, and standards governing food preparation and storage.

### **POSTING DETAILS:**

Position Location:

City: Mayflower

Office: Enforcement Training Center

Division: Enforcement

Job Summary:

The Food Preparation Manager is responsible for monitoring food preparation activities for quality and quantity control purposes, and requisitioning, inspecting, and conducting inventory of food and non-food products. This position is governed by state and federal laws and agency policy.

Typical Functions:

Supervises a food preparation staff by interviewing and recommending for hire/termination, overseeing the training of employees, developing shift schedules, assigning and reviewing work, counseling, and evaluating the performance of incumbents.

Monitors food preparation, service, storage, and cleaning activities, to ensure compliance with health, safety, and operating standards, by sampling food, examining serving size, identifying and controlling food waste, inspecting kitchen and service areas, and adjusting work assignments as needed.

Requisitions food and non-food products from established vendors or central storage facility to meet daily production needs, conducts inventory, and prepares purchase orders for non-routine items.

Inspects food and supply deliveries, approves product substitutions, and modifies menus, in accordance with doctor's or dietician's orders.

Compiles statistics of items ordered, used, and inventoried and prepares related reports, maintains records on special diets, participates in developing menus for special meals or events, and coordinates equipment requisition, repair, and maintenance activities.

Researches laws, reviews procedural updates, and attends informational meetings to develop and provide in-service training on policy and procedural changes, preparation methods, and equipment operations.

Specific Duties and Responsibilities:

The Food Preparation Manager will be responsible for daily operations in the kitchen and housing facility.

Collaborates with training center administration and subordinates to plan, develop, and prepare meals. Ensures that the quality of food products and meals meets standards and the quantity is sufficient. Demonstrates and practices new cooking techniques and use of new equipment. Inspects supplies, equipment, and storage areas while working to ensure standards are met and costs remain in budget.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.