



## Arkansas Game and Fish Commission Employment Job Posting

FOOD PREPARATION MANAGER - AGFC FOOD PREPARATION MANAGER

POSITION NO: 22096029

### **POSTING INFORMATION:**

Advertisement Opens: April 10, 2025

Advertisement Closes: April 30, 2025

Full Time: Yes

Salary: \$35,648.00 - \$58,767.00 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:

The formal education of a high school diploma, plus one year of experience in institutional or commercial food service operations, and/or specialized training in food service. Other job-related education and/or experience may be substituted for all or part of these basic requirements, except for certification and license requirements.

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:

- Knowledge of food preservation and storage techniques
- Knowledge of food preparation and serving requirements in a large food-service facility
- Knowledge of menus, nutritional requirements, and sanitation regulations
- Knowledge of receiving and managing inventory
- Ability to read and interpret menus and special diets
- Ability to inspect food shipments and inventory
- Ability to estimate the amount of food to be prepared and determine the best methods used in serving
- Ability to ensure compliance with laws, regulations, or standards governing food preparation and storage

**POSTING DETAILS:**

Position Location:

City: Mayflower

Office: HC Red Morris 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:

- Prepares and cooks food of all types, either regularly or for special guests and functions
- Collaborates with other personnel to plan and develop recipes and menus, taking into account such as seasonal availability of ingredients and the likely number of people being served
- Checks the quality of received products
- Estimates the amounts and cost of required supplies, such as food and ingredients
- Inspects supplies, equipment, storage area for temperature and sanitation requirements, and work areas to ensure conformance to established standards
- Fully maintains a dorm and classroom that is on site, including laundry as needed.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

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