

DUTY STATEMENT

DATE APPOINTED	PROGRAM FOOD SERVICES	UNIT KITCHEN	☒ CURRENT ☐ PROPOSED		
DATE LAST REVIEWED					
CIVIL SERVICE CLASSIFICATION FOOD MANAGER		WORKING TITLE FOOD MANAGER I	POSITION NUMBER (Agency – Unit – Class – Serial) 574-222-2149-001		
WORK LOCATION VHC - BARSTOW	WORK SCHEDULE (Days & Hours) MONDAY-FRIDAY 8:00am – 4:30pm		TENURE PERMANENT		TIME BASE FULL-TIME
INCUMBENT (if known)			COI (Yes or No) Yes	WWG E	CBID S01
Under general direction of the Assistant Director of Dietetics, the Food Manager plans, directs, and coordinates food service activities; develops procedures and interprets, and applies standards governing the operation of the Food and Nutrition Services Department; prepares reports, and completes other related tasks					
% of time performing duties	ESSENTIAL FUNCTIONS				
45%	Direct and coordinate responsibilities for assigned staff; plan, direct and supervise the activities of the food service operation; plan menus, estimate food; plan the delivery schedules for food, order equipment and emergency food requirements; direct the preparation and service of food in accordance with local, State, and federal regulations and ensure compliance. Judge food quality. Comply with safety, sanitation and housekeeping standards; supervise safety and sanitation inspections and coordinate findings with Food Service Supervisor for plan of action.				
40%	In conjunction with the Director and/or the Assistant Director of Dietetics, prepare budgets and quarterly food estimates; supervise the requisition, receipt, inspection, storage, and inventory of supplies; review equipment needs and prepare equipment requests. Maintain food service staffing, interview, select, hire, train and evaluate staff performance and prepare and review performance evaluation reports of employees; take action or recommend appropriate progressive disciplinary action; conduct staff meetings; plan and conduct in-service training classes for the food service staff. Prepare correspondence, keep records and prepare reports.				
10%	Develop, maintain, review, and revise food service procedures. Participate in the Department's quality assurance activities. Attend and respond to veterans at the monthly Food Advisory Meetings; attend other meetings and in-service training classes as required. Supervise catering functions. Serve as back-up for the Assistant Director of Dietetics during their absence.				
NON-ESSENTIAL FUNCTIONS					
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.				
OTHER					
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. <i>Some travel may be required (i.e., travel to off-site conferences, meetings or training).</i>					

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.				X	
SITTING: Workstation; meetings; training.				X	
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:				X	
LIFTING 10-25 LBS:				X	
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					X
CARRYING: Transport documents.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.			X		
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict-of-Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:**EMPLOYEE STATEMENT**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*

EMPLOYEE NAME (Print)**EMPLOYEE SIGNATURE****DATE****SUPERVISOR STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*****SUPERVISOR NAME (Print)****SUPERVISOR SIGNATURE****DATE****HUMAN RESOURCES NAME (Print)****HUMAN RESOURCES SIGNATURE****DATE**