



County of Greene, Missouri
Employment Vacancy Announcement

March 4, 2010
Greene County Sheriff's Office
Food Service Administrator
Full-Time \$ 16.93 Hourly Rate
The Greene County Sheriff's Office, Jail Division, is seeking a qualified individual for the position of Food Service Administrator to manage preparation and compliance of all inmate meals.
<i>Essential Duties and Responsibilities:</i>
Plans, controls, and evaluates food service. Develops nutritionally adequate menus, taking into consideration seasonal availability, relative costs, inmate preference, economy, and nutritional value. Evaluates inmate acceptance into the trustee worker program. Develops specifications for the procurement of food, equipment, and supplies. Accommodates distribution center, planning layout designs and determining equipment requirements. Conducts studies to improve operations and efficiency. Implements and monitors food safety program. Contends with inmate turnover, personnel issues, and budget. Participates in budget planning process, including equipment purchases, current prices and market trends relating to food service industry. Oversees kitchen staff: assigns, directs, and reviews work, evaluates work performance, identifies training needs, recommends selections, promotions, awards, disciplinary or other actions, coordinates work, counsels employees, resolves employee complaints, determines materials needed to perform work. Ensures that food is palatable, of proper consistency and temperature, nutritional requirements are met, food is presented and served in a clean and sanitary environment, and ensures high quality and sufficient quantity. Ensures high standards of sanitation are established and practiced by staff and inmates. Monitors inmate movement and activities and ensures kitchen staff comply with security policies. Performs other duties as required of position.
<i>Minimum Experience and Training Qualifications:</i>
High school diploma or equivalent required. Training in Culinary Arts or related field required. Two years experience in food service industry with operational issues associated with preparing and delivering food to a large population. A valid Missouri motor vehicle operator's license is required.
<i>Physical Requirements:</i>
Ability to exert moderate physical effort in light work, typically involving some combination of lifting and carrying 100 pounds, pushing and pulling of objects and standing for hours. <i>A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office</i>
<i>Special Requirements:</i>
<i>All applicants are required to undergo screening for the presence of illegal drugs, and a post-offer physical examination, criminal background and reference checks.</i>
<i>How to Apply:</i>
Interested persons must complete an application. The Greene County Human Resources Office is located at 933 N. Robberson, Springfield, MO 65802, or fax application to 417-868-4818.

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.