

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3114701

Food Production Manager 1, M-1	3114701
Food Production Manager 2, M-2	3114702

Brief Description of Class Series

Food Production Managers oversee, manage, and administer the operations of the Cook Chill Production Center (CCPC) at the Office of Mental Health (OMH). Incumbents direct food purchasing, procurement, handling and sanitation procedures, preparation, packaging, storage, and shipping activities; and ensure compliance with applicable State, federal standards, laws, rules, and regulations.

Distinguishing Characteristics

Food Production Manager 1: one position class; under the general direction of the Food Production Manager 2, oversees and coordinates CCPC food purchasing, procurement, production, handling, storage, and shipping activities; and supervises food production, nutrition, maintenance, and office staff.

Food Production Manager 2: one position class; under the general direction of the Director Mental Health Nutritional Services, manages and directs the overall operations of the CCPC; develops and implements safety and sanitation policies and procedures; establishes production goals; oversees budget proposals and marketing initiatives; implements and manages capital improvement projects; and supervises the Food Production Manager 1, food production, nutrition, maintenance, and office staff.

Related Classes

Nutrition Services Administrators oversee, manage, and administer food, nutrition, and dietetic programs for individuals in State facilities or community residential settings.

Correctional Facility Food Administrators manage food service programs for inmates at correctional and shock incarceration facilities at the Department of Corrections and Community Supervision (DOCCS).

Regional Coordinators Correctional Food Services coordinate, oversee, and monitor food service and nutritional activities in correctional facilities within assigned regions at DOCCS; determine the availability of food products to meet facility needs and menu requirements; ensure adherence to sanitary standards; and collaborate with other agencies regarding the management and oversight of the Cook Chill process.

Illustrative Tasks

Food Production Manager 1

Oversees and coordinates the day-to-day activities of the CCPC.

- Assists the Food Production Manager 2 in the development of CCPC policies and procedures, consistent with United States Department of Agriculture and other regulatory requirements and standards.
- Updates the Hazard Analysis Critical Control Points plan; and ensures that food and general workplace safety policies are followed, and deviations are identified and corrected.
- Creates and maintains product price lists by reviewing the pricing of raw ingredients; updates costs on the ordering website; and assists in the development of marketing plans to maximize the utilization of the CCPC.
- Places food orders to maintain inventory levels and works with vendors to meet production schedules; and monitors receiving and storage areas to maintain inventory control and meet regulatory and food storage requirements.
- Meets with user sites and the menu management team to discuss concerns, complaints, and problems associated with the CCPC; resolves concerns and promotes new items, specials, and programs; and ensures compliance with established memoranda of understanding.
- Works with the menu planning team to introduce new ingredients and recipes; and ensures that products meet dietary requirements and needs.
- Plans and coordinates preventive maintenance programs and replacement needs for food production equipment.
- Oversees shipping and transportation operations, including order fulfillment, product shipping, and drivers' schedules; and ensures that vehicle inspections and permits, and drivers' licenses and certifications are current.

Performs the full range of supervisory duties over CCPC staff; and participates in labor management activities.

Food Production Manager 2

Performs the above tasks and activities of Food Production Manager 1; directs and manages the overall operations of the CCPC; and directly supervises the Food Production Manager 1 in the management of day-to-day activities.

Develops and implements marketing plans and cost control systems; reviews, approves, and submits CCPC budget requests; and maintains and audits high-risk activities, such as product selection and purchasing.

Oversees building and grounds operations and capital projects, and ensures compliance with regulatory requirements, such as those of the Environmental Protection Agency, Occupational Safety and Health Administration, and Department of Environmental Conservation; and OSHA procedures for workforce safety and protection.

Minimum Qualifications

Food Production Manager 1

Promotion: one year of service as a Nutrition Services Administrator 2.

Open Competitive: eight years of consultative, administrative, or management experience in food production or multiple facility food service operations, including fiscal analysis, planning, acquisition, storage, preparation, serving, and transportation of food products for off-site consumption. One year of this experience must have been at a supervisory level.

Food Production Manager 2

Promotion: one year of service as a Food Production Manager 1.

Open Competitive: nine years of consultative, administrative, or management experience in food production or multiple facility food service operations, including fiscal analysis, planning, acquisition, storage, preparation, serving, and transportation of food products for off-site consumption. Two years of this experience must have been at a supervisory level.

Substitutions: an associate's degree in food service management, nutrition, dietetics, culinary arts, hotel or hospitality management, healthcare administration, business administration, or business management may substitute for two years of general experience; a bachelor's degree in any of these fields may substitute for four years of general experience; and a master's degree in any of these fields may substitute for an additional year of the general experience described above for Food Production Manager 1 and 2.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 2/2021

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