



CITY OF ALAMOGORDO
invites applications for the position of:

Food Services Administrator (New Job Description)

SALARY: \$38,912.85 Annually
Hiring Rate: \$38,912.85 Annually
JOB TYPE: Exempt position, not eligible for overtime compensation.
OPENING DATE: 08/24/20
CLOSING DATE: Continuous
DESCRIPTION:

Under general supervision, performs daily work assignments for the Senior Center Division of the Community Services Department, in accordance with the Employee Manual, Department Policies and Procedures, City of Alamogordo Ordinances, and any applicable State or Federal authority.

EXAMPLES OF DUTIES:

Essential Duties

- Manages and supervises direct-report staff by coordinating, assigning, and reviewing work to ensure compliance with policies and procedures;
- Conducts employee evaluations, introductory and annual; makes recommendations for hiring, promoting, and releasing employees;
- Initiates and administers corrective action, as necessary, according to the Employee Manual;
- Mentors employees to full potential and ensures appropriate training is given to meet the standards of the position held;
- Oversees meal preparation using meal patterns, observing the recommended daily food allowances, portion control, and meal conversions as guidelines;
- Identifies safety and operational problem areas and implements the necessary steps to resolve the problems;
- Responsible for financial budgets for the nutrition program including local, federal, and state funding;
- Establishes procedures and guidelines to ensure that internal controls are observed and adequate which includes computerized inventory of supplies, equipment, and food items and reorders as necessary;
- Prepares bid specifications for supplies and food;
- Prices and orders supplies, equipment, and food, and maintains records of purchase orders, invoices, and deliveries;
- Plans, conducts, and implements in-service training for food service personnel specific to food and equipment safety;
- Conducts regular inspections of kitchen area to ensure sanitary conditions are met;
- Prepares and submits various required reports, including menu analysis to NM ALTSD/AAA, volunteer hours, refrigerator and freezer logs, food purchase reports, home-bound meal routes, production and time studies, raw food cost analysis;
- Prepares and serves nutritious meals according to established menus and time schedules and in compliance with health regulations;
- Develops weekly menu in accordance with established guidelines;
- Maintains kitchen area, walk-in freezer, equipment, and utensils in a safe, clean, and neat manner according to health regulations;

- Attends mandatory food service training classes with some of them being during unscheduled hours and/or out of town;
- Verifies invoices against food and supplies received;
- Coordinates receipt and storage of goods delivered;
- Establishes procedures to assure the highest standards of risk management, employee safety, and risk avoidance;
- Responsible for thoroughly investigating, reviewing, and addressing department or division accidents to prevent future occurrences and control risk management related costs;
- Contributes to a high-quality work culture through participation in training and mentoring to develop skills, including safety related training and skills;
- Interacts professionally and provides excellent customer service to all levels of City staff and citizens, to ensure high operational and service standards; and
- Performs duties in accordance with the Employee Manual, Department Policies and Procedures, City of Alamogordo Ordinances, and any applicable State or Federal authority.

OTHER IMPORTANT DUTIES

- The Alamo Senior Center is a backup emergency shelter for the community and this position will be required to train on emergency response and/or perform certain emergency services at the direction of their supervisor;
- Maintains the confidentiality of information obtained during performance of duties;
- Duties may be performed outside of normal working hours;
- Obtains and maintains any required certifications and/or licenses; and
- Performs such other duties as may be assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

RECRUITMENT QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Supervisory techniques, office management, and budgetary techniques;
- Inventory control;
- Personnel policies and procedures;
- City, State, and Federal purchasing requirements, purchasing policies and practices;
- Sanitary and safety procedures as related to food preparation;
- Food preparation practices for large groups of people; and
- Health rules and regulations regarding food preparation.

Skill/Ability to:

- Demonstrate proficiency in both oral and written communication; understand and follow instructions;
- Motivate, train, supervise, and evaluate staff;
- Prepare and administer budgets accurately;
- Prepare accurate and concise reports, maintain accurate office files and records;
- Operate commercial kitchen equipment, including mixer, slicer, stove, oven, deep fryer, and dishwasher;
- Perform duties in a professional manner and demonstrate understanding, patience, and open-mindedness while assisting senior citizens who are diverse in culture, beliefs, lifestyle, demographics, socioeconomic background, etc.;
- Operate standard office equipment, including computer using standard word processing, spreadsheet, and data inquiry software;
- Safely operate a motor vehicle;

- Establish and maintain effective working relationships with co-workers, vendors, suppliers, seniors, and the public
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all city organizations always; and
- Maintain and enhance the Senior Center's commitment to customer service excellence.

RECRUITMENT QUALIFICATIONS**Required:**

- High School Diploma or its equivalent;
- At least four (4) years of experience in the food service industry preparing large quantities of servings;
- Two (2) years of supervisory experience;
- Food Protection Manager Certification, per the New Mexico Environment Department, within six (6) months of hire date;
- Valid New Mexico Driver's License, or the ability to obtain within 60 days, with a driving record acceptable to the City of Alamogordo (valid out-of-state license may be considered);
- Or any equivalent combination of education, experience, and training which provide the required knowledge, skills, and abilities.

Desired:

- Current Food Protection Manager Certification.

WORK ENVIRONMENT:

- Majority of work will be performed in a kitchen atmosphere around industrial-sized kitchen appliances; administrative duties will be performed in an office environment; duties will be performed outdoors on occasion with exposure to heat, wind, rain, or other adverse weather conditions;
- Must be able to sit, stand, and walk; bend, turn, twist, kneel, squat, and reach; lift and carry, push, pull, or maneuver heavy objects, or food items weighing as much as 50 pounds; team-lifting and/or the use of carts or other equipment shall be used when handling or lifting heavier items;
- The environment in the kitchen may be hot and noisy;
- Must be able to work in extreme conditions such as counting inventory in the freezer for 30 minutes at a time with proper protective equipment;
- Non-slip, closed-toe shoes and the wearing of hairnets, gloves, etc. are required to ensure compliance with kitchen and food safety standards; other PPE may be required appropriate to assigned tasks;
- Some climbing will be required using either a ladder, stepladder, or stepstool; and
- Must be able to work odd and irregular hours including nights and weekends to accommodate any events sponsored by the Alamo Senior Center.

The City of Alamogordo is an Equal Opportunity Employer - Note based on the New Mexico Public Records Act, all applicants information is public record with the exception of specific information excluded by this Act.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://ci.alamogordo.nm.us>

Position #117/1
FOOD SERVICES ADMINISTRATOR (NEW JOB DESCRIPTION)
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