

FOOD SERVICE ADMINISTRATOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0036	Food Service Administrator I	03	380	6 mo.	04/24/96
0037	Food Service Administrator II	03	380	6 mo.	04/24/96
0038	Food Service Administrator III	03	380	6 mo.	04/24/96
0039	Food Service Administrator IV	03	380	12 mo.	04/24/96

Promotional Line: 79

Series Narrative

Employees in this series are involved in the management of food service operations.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Food Service Administrator I **0036**

Employees at this level perform routine management duties in a food service unit or department. They work under administrative supervision from a designated administrator.

A Food Service Administrator I typically –

1. assists in the supervision of the production and service of food in a food service unit
2. maintains established standards of quality, sanitation, and overall efficiency of the unit
3. orients and trains employees and supervisory subordinates to carry out assigned responsibilities and be prepared to assume more important assignments
4. practices good public relations with students, guests, and university personnel
5. supervises the carrying out of safety and preventive maintenance practices
6. maintains accurate records and inventories
7. evaluates job performance and commends or corrects as necessary
8. orders and/or requisitions food and supplies in accordance with established specifications
9. performs other related duties as assigned

Level II: Food Service Administrator II **0037**

Employees at this level are responsible for the functional operation of a food service unit or department within the unit. They work under administrative guidance from a designated administrator.

A Food Service Administrator II typically –

1. plans, organizes, and manages the work of all food production and service
2. defines acceptable standards to subordinates and aids in the development of standardized recipes, methods, and techniques
3. initiates and establishes training sessions on food preparation, safety, fire, and good housekeeping in all operations and departments
4. motivates employees and supervisors in the maintenance of good public relations with students, guests, and other university personnel
5. implements sound safety and preventive maintenance programs
6. supervises the maintenance of records of food inventories, personnel, labor, and food costs
7. reviews equipment needs in the operation and makes recommendations for the repair or replacement of equipment
8. supports departmental objectives and develops a complete understanding of these objectives in supervisors and employees
9. evaluates job performance of subordinate supervisors at regular intervals and delegates authority in relation to ability
10. periodically reviews unit operation and makes recommendations for improvements
11. performs other related duties as assigned

Level III: Food Service Administrator III

0038

Employees at this level are responsible for the coordination and execution of a complex or multi-unit department. They work under general administrative direction from a designated administrator.

A Food Service Administrator III typically –

1. assists in planning and implementing overall policies, procedures, objectives, and methods
2. develops and plans menus, standardized recipes, new product research, and preparation methods and techniques
3. coordinates and directs training programs that are conducive to the development of employees and staff personnel
4. develops and maintains a good public relations program in relation to students, guests, and other university personnel

5. plans sound safety and proper maintenance programs
6. assists in the preparation of departmental budgets and directs subordinates in complying with and implementing established budgets
7. assists in organizational development; participates in planning future installations; and studies and recommends plant, staff, and equipment needs
8. counsels employees and supervisors concerning departmental objectives
9. makes recommendations as to most efficient use of personnel
10. reviews and analyzes reports and suggests corrective action
11. assists in interviewing and evaluating job applicants
12. prepares unit master work schedules in relation to budget and operational requirements
13. determines specifications for food and supplies
14. performs other related duties as assigned

Level IV: Food Service Administrator IV**0039**

Employees at this level are responsible for the operation of a complex system of operations and/or departments. They work under administrative review from a designated administrator.

A Food Service Administrator IV typically –

1. establishes and defines objectives and policies for all food service departments
2. assumes responsibility for overall development and planning of menus, standardized recipes, new product research, and preparation methods and techniques
3. provides overall philosophy and direction for personnel development program
4. is responsible for the development of a sound public relations program
5. promotes a sound safety and proper maintenance program
6. prepares departmental budgets
7. analyzes operational statement in relation to budget and initiates any necessary controls
8. assumes responsibility for planning future operations relative to design, layout, equipment, or other considerations and for the improvement of existing facilities by the addition of equipment or the replacement of old equipment
9. provides for an effective personnel development policy

10. represents the food service department in all departmental policy meetings
11. determines personnel needs in all operations
12. recruits, interviews, and selects personnel
13. prepares written and/or oral reports and directives
14. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Food Service Administrator I

0036

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. two years of food service supervisory experience (University training in dietetics, hotel management, institutional management, or related fields may be substituted, year for year, for experience.)

or

If required by the position to be filled, the operating unit may require that the two years of experience have been in a specialized area (such as meat cutting or bakery operation), in which case university training in dietetics, hotel management, institutional management, or related fields may be substituted, year for year, up to a maximum of only one year of the required experience.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Level II: Food Service Administrator II

0037

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. four years of food service management experience (University training in dietetics, in hotel, restaurant, or institutional management, or in related fields may be substituted, year for year, for experience.)

or

If required by the position to be filled, the operating unit may require that the four years of experience have been in a specialized area (such as meat cutting or bakery operations), in which case university training in dietetics, in hotel, restaurant, or institutional management, or in related fields, may be substituted, year for year, up to a maximum of only two years of the required experience.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. supervisory ability

Level III: Food Service Administrator III

0038

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. high school graduation or equivalent
- 2. six years of food service management experience (University training in dietetics or in hotel, restaurant, or institutional management may be substituted, year for year, for the experience, up to a maximum of four years.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. supervisory ability
- 2. administrative ability

Level IV: Food Service Administrator IV

0039

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. high school graduation or equivalent
- 2. eight years of food service management experience (University training in dietetics or in hotel, restaurant, or institutional management may be substituted, year for year, for experience up to a maximum of five years.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. supervisory ability
- 2. administrative ability

Food Service Administrator I	Edited
Food Service Administrator II	Edited
Food Service Administrator III	Edited
Food Service Administrator IV	Edited

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