

FOOD SERVICE MANAGEMENT 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>
3498	Food Service Supervisor	03	382	6 mo.	05/18/92
2392	Assistant Food Production Manager	03	380	6 mo.	05/18/92
2390	Food Production Manager	03	380	6 mo.	05/18/92
2399	Assistant Food Service Manager	03	380	6 mo.	05/18/92
2398	Food Service Manager	03	380	6 mo.	05/18/92

Promotional Line: 126

Series Narrative

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

DESCRIPTIONS OF LEVELS OF WORK

Level I: Food Service Supervisor **3498**

Employees at this level perform supervisory duties in a food service operation. They work under general supervision from a designated supervisor.

A Food Service Supervisor typically--

1. is in charge of a dining room
2. trains and supervises dining room and kitchen employees
3. assists in the planning of menus
4. assists in food preparation
5. supervises serving of food
6. arranges work schedules
7. assists in planning and serving banquets and special functions
8. is responsible for the general appearance and operation of a dining room
9. perform other related duties as assigned

Level II: Assistant Food Production Manager **2392**

Employees at this level are responsible for the production and service of food. They work under general supervision from a designated supervisor.

An Assistant Food Production Manager typically--

1. assists in supervising the preparation and service of food
2. assists in planning menus
3. schedules personnel
4. checks, orders, and requisitions food stuffs and supplies
5. keeps records of food costs
6. plans and supervises the general housekeeping and sanitation of the kitchens, dining rooms, and adjacent areas
7. substitutes for incumbents in higher levels of this series
8. supervises dining room and kitchen employees as assigned
9. perform other related duties as assigned

Level III: Food Production Manager

2390

Employees at this level are responsible for the functional operation of a food service department. They work under general supervision from a designated supervisor.

A Food Production Manager typically--

1. plans, organizes, and supervises the work of dining room and kitchen employees as assigned
2. supervises food preparation
3. checks and orders supplies
4. assists in planning menus
5. keeps records
6. makes reports
7. performs other related duties as assigned

Level IV: Assistant Food Service Manager

2399

Employees at this level are responsible for administrative and supervisory duties as assigned. They work under direction from a designated administrator.

An Assistant Food Service Manager typically--

1. plans menus
2. directs the work of junior supervisors and dining room and kitchen employees as assigned
3. hires and trains employees
4. prepares work schedules
5. prepares food orders and controls inventories
6. is responsible for the operation of the department in the absence of the responsible administrator
7. performs other related duties as assigned

Level V: Food Service Manager

2398

Employees at this level are responsible for the operation of a complex system of food services. They work under administrative supervision from a designated administrator.

A Food Service Manager typically--

1. establishes policies, procedures, and methods for the department that will result in efficient operation and high standards of food service
2. employs and trains supervisors in carrying out these policies, procedures, and methods
3. fosters good employee relations
4. promotes good public relations
5. prepares the departmental budget and directs the operations in compliance with the approved budget
6. is responsible for the sanitation of the department and the maintenance and replacement of equipment
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Food Service Supervisor

3498

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) high school graduation or equivalent

or

(B) two years of progressively responsible food service experience

or

(C) any combination of the above training and experience computed on the basis of two academic years of training equaling 12 months of work experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Level II: Assistant Food Production Manager **2392**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of supervisory food service experience. (Specialized vocational training in dietetics, hotel management, institutional management, or related fields may be substituted, month for month, for the required experience.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Level III: Food Production Manager **2390**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. four years of experience in food service management. (Specialized vocational training in dietetics, in hotel, restaurant, or institutional management, or in related fields may be substituted, month for month, for the required experience, up to a maximum of 36 months.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Level IV: Assistant Food Service Manager **2399**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in a foods and nutrition program (such as food and lodging management or dietetics) from a recognized institution and three years of progressively more responsible supervisory and managerial experience in commercial or institutional food service operations

or

- (B) certification from a two-year program in foods and nutrition from a recognized institution and four years of progressively more responsible supervisory and managerial experience in commercial or institutional food service operations

or

- (C) six years of progressively more responsible supervisory and managerial experience in commercial or institutional food service operations

or

- (D) any combination of the above that totals six years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of the theories, principles, methods, and procedures of professional food service management
2. supervisory skills
3. administrative ability

Level V: Food Service Manager

2398

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in a foods and nutrition program (such as food and lodging management or dietetics) from a recognized institution and five years of progressively more responsible supervisory and managerial experience in commercial or institutional food service operations

or

- (B) certification from a two-year program in foods and nutrition from a recognized institution and six years of progressively more responsible supervisory and managerial experience in commercial or institutional food service operations

or

- (C) eight years of progressively more responsible supervisory and managerial experience in commercial or institutional food service operations

or

- (D) any combination of the above that totals eight years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of the theories, principles, methods, and procedures of professional food service management
2. skill in directing and managing the activities of a staff
3. administrative ability

Food Service Supervisor	(EDITED)
Assistant Food Production Manager	(EDITED)
Food Production Manager	(EDITED)
Assistant Food Service Manager	(EDITED)
Food Service Manager	(EDITED)