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Class Specifications for the Class:

FOOD SERVICES MANAGER

**Class Distinguishers:**

Managerial Responsibility: Plans, develops, manages and evaluates a statewide institutional food services program.

Complexity: This class reflects a branch chief that is responsible for planning, developing, managing and evaluating a statewide institutional food services program. This responsibility includes developing long-range plans, policies and procedures for the food services program; ensuring compliance with all federal and State laws, rules, regulations, requirements and standards; establishing or overseeing the establishment of standard menus; and the planning, development and management of food services program resources including budget, staffing, food, equipment and supplies.

Supervision Exercised: Directs and supervises food services operations in various institutional facilities through subordinate supervisors (e.g. Institution Food Services Managers, Dietitians); or oversees the food services operations in a large number of facilities by providing staff support, advisory and consultative services and supervising staff level support positions responsible for assisting in program planning and coordination, fiscal and staff development activities.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Institutional food services management principles and practices including menu planning, food and supply purchasing and fiscal management, basic nutrition, and safety and sanitation practices; program goals, objectives and applicable policies, procedures, laws, rules and regulations; dietary and nutritional standards and requirements; supervisory principles and practices; resource planning and development including budget, staffing, food, equipment and supplies; related services provided by other departments and agencies; effective work organization and staff utilization; and report writing.

Ability to: Plan, develop, manage and evaluate a statewide institutional food services program; ensure compliance with all applicable laws, rules, regulations and requirements; perform or oversee the planning and development of resources including budget, staffing, food, equipment and supplies and the establishment of standard menus; establish and maintain effective working relationships with institution officials and others within the department and other

agencies; supervise and evaluate the work performed by others; and communicate effectively both orally and in writing with individuals as well as groups.

**Illustrative Examples of Work:**

Example 1: Manages a statewide food services program for adult corrections institutions and directs and supervises food services operations in various correctional facilities through Institution Food Services Managers.

Example 2: Manages the State's public school food services and related programs; oversees the supervision of food services operations in all public schools through periodic meetings with School Lunch Services Supervisors who provide direct support services to School Food Services Managers within an assigned school district, review cafeteria services, operational reports and conduct periodic visits to review cafeteria operations as necessary. This Food Services Manager may also supervise staff level support positions responsible for assisting in program planning and coordination, and staff development activities.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, develops, manages and evaluates a statewide institutional food services program at the branch level.
2. Develops, administers and interprets all policies and procedures governing a statewide food services program at the branch level.
3. Ensures compliance with all applicable laws, rules, regulations, requirements and standards.
4. Develops long-range plans and policies and procedures for a statewide institutional food services program.
5. Supervises and evaluates the work performed by subordinate Food Services Supervisors. Recommends personnel actions.

6. Prepares or directs the preparation of descriptive, statistical and financial reports for a food services program.
  7. Performs or oversees the establishment of cycle menus which meet dietary and nutritional requirements.
  8. Determines budgetary and other resource requirements (e.g. staffing, food, equipment and supplies) for the statewide institutional food services program. Develops budget and expenditure plans.
  9. Coordinates and standardizes food services operations among the institutions in a statewide food services program.
  10. Provides training for the food services staff.
  11. Works with others in the department and/or with other agencies to plan, develop and implement or promote the use of products such as fruits, vegetables, milk, fish and beef, which are locally grown, raised or caught.
  12. Oversees State participation in federal food nutrition programs. Supervises the reviewing and processing of applications for participation and certifies claims under these programs; plans and coordinates training sessions to explain federal food nutrition program requirements.
  13. Allots federal food commodities made available to public and private schools and institutions and contracts for storage and delivery.
  14. Discusses matters with institution officials relative to the food services program such as the vocational training of Food Services Managers and the use of agricultural produce in food service.
  15. Works with the Department of Health to promote the preparation of healthy food in safe and sanitary conditions.
  16. Works with the Department of Accounting and General Services and Institution Food Services Managers on plans for building or remodeling new kitchens and/or cafeterias.
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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class FOOD SERVICES MANAGER by the Department of Education Civil Service system.

DATE APPROVED: MAR 31 2006

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Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources