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DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Specifications for the:

SCHOOL FOOD SERVICES MANAGER I, II, III, IV AND V
(SCHOOL FOOD SERVICES MGR I, II, III, IV & V)

Series Definition:

This series includes all positions involved in site-level management of food services for a public school or schools. The primary function of the school food services program is to provide nutritionally balanced, affordable meals to students.

Positions in this series are responsible for all aspects of the operation of a school kitchen, dining areas, and other food service facilities and equipment associated with the production and service of meals to meet the United States Department of Agriculture (USDA) requirements for lunches, breakfasts, supplementary items, afterschool snacks, and other food services. Responsibility for food service operations involves menu planning and developing daily production records; ordering, purchasing, receiving, and storage of food and supplies; maintenance of fiscal, inventory, and other administrative, operational, and personnel records; planning and arranging for equipment maintenance, repair, and replacement; ensuring compliance with health, safety, and sanitation requirements and regulations; organizing, scheduling, directing, training, and evaluating the work of subordinate food service employees; attending and participating in staff meetings, workshops, and in-service trainings; and maintaining professionalism with subordinates, students, school faculty, staff, and parents.

Level determinations in this series are based on the following two (2) criteria:

1. Meal Points:

This is a measure of the volume of production and the attendant complexity involved in work planning, scheduling, and coordination. It is related to the criterion size of staff, but is a more basic and, therefore, primary factor in discerning level of complexity so as to warrant consideration as a separate factor.

A Point Award System has been devised by the Department of Education (DOE) which assigns points (meal points) for each item sold, such as

lunches, snacks, sandwiches, milk, etc. Additionally, a credit of 150 meal points is awarded to the manager of a centralized kitchen for each satellite school serviced by the centralized kitchen.

2. Subordinate Staff:

The kinds and number of subordinates supervised are reflective of the complexity of work planning, organization, direction, control, and coordination. It also is indicative of the complexity of involvement in matters of personnel management. Number of subordinates has reference to full-time equivalents (FTE).

Duties Summary:

Manages, directs, and oversees all aspects of the daily food service operations of one (1) or more schools, including menu planning; food production, service, and acceptability; food and kitchen safety and sanitation; equipment maintenance, repair, and replacement; financial management and recordkeeping; program compliance and accountability; ordering, purchasing, receiving, storing, and inventorying food and supplies; scheduling, training, and supervising subordinate food service employees; and performs other related duties as assigned.

Distinguishing Characteristics:

These classes are distinguished on the basis of responsibility for the production and service of breakfast, lunch, and other food items to the students and staff of one (1) or more schools. The work is performed in accordance with federal, state, and departmental policies and procedures regulating school meal programs, standard operating methods and procedures, the general direction of school principals and complex area superintendents, and general technical assistance from the School Food Services Branch (SFSB).

SCHOOL FOOD SERVICES MANAGER I
(SCHOOL FOOD SERVICES MGR I)

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This class is characterized by the number of meal points being within the range of 299 or less and where the number of subordinates is from 1 to 2 FTE. A position at this level is involved in the management functions of the food service operations, but may be required to assist in the preparation of ingredients, cooking and/or baking, serving, and cleaning of work areas and equipment. The work also includes the supervision of a subordinate school cook and/or school baker.

SCHOOL FOOD SERVICES MANAGER II 8J.597
(SCHOOL FOOD SERVICES MGR II)

This class is characterized by the number of meal points within the range of 300 to 899 and where the number of subordinates is from 2 to 3 FTE. A position at this level is involved in the management functions of the food service operations and largely directs the preparation of ingredients, cooking and/or baking, serving, and cleaning of work areas and equipment. The work also includes the supervision of a subordinate school cook, school baker, and other food service employees.

SCHOOL FOOD SERVICES MANAGER III 8J.598
(SCHOOL FOOD SERVICES MGR III)

This class is characterized by the number of meal points within the range of 900 to 1799 and where the number of subordinates is from 3 to 6 FTE. A position at this level is primarily involved in the management functions of the food services operations and directs all food preparation, serving, and cleaning operations including the supervision of subordinate school cooks, school bakers, and other food service employees.

SCHOOL FOOD SERVICES MANAGER IV 8J.599
(SCHOOL FOOD SERVICES MGR IV)

This class is characterized by the number of meal points within the range of 1800 to 2999 and where the number of subordinates is from 6 to 9 FTE. A position at this level is highly involved in the management functions of the food services operations and directs all food preparation, serving, and cleaning operations including general oversight of cooking and baking activities involving school cooks, school bakers, and other food service employees.

SCHOOL FOOD SERVICES MANAGER V 8J.600
(SCHOOL FOOD SERVICES MGR V)

This class is characterized by the number of meal points of 3000 or more and where the number of subordinates is 9 FTE or more. A position at this level may also work in a situation requiring an extended work day in order to accomplish preparations for the following day's menu and may require the assistance of subordinate full supervisory positions over the school cooks, school bakers, and other food service employees.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of 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. In consultation with the principal and School Food Service Branch, determines and develops plans for efficient service, equipment, facilities, and operations.
2. Manages and directs the daily school food services operations; reviews and revises internal operating procedures.
3. Establishes and maintains high standards of quality control for food production and distribution; supervises the preparation of approved menus and recipes and the serving of reimbursable meals under USDA meal pattern requirements; modifies menus to accommodate the prescribed dietary needs of students.
4. Participates in the interview and selection of food service employees; plans, directs, schedules, and evaluates the work of subordinates; and may supervise students assigned to work in the school kitchen and/or dining areas.
5. Provides orientation and training to subordinate food service employees on proper work practices, methods and equipment operations in conformity with current safety and sanitation requirements and regulations, portion control, serving of food, and utilization of standard recipes and production records; ensures that subordinate food service employees achieve the annual minimum required training hours as outlined by the USDA.
6. Estimates and orders food and supplies to meet menu needs and arranges for the receipt and storage of goods, supplies, and commodities.
7. Maintains perpetual inventory, daily financial reports, state and federal, and other related records manually or with the assistance of a computer.
8. Maintains cost-effectiveness; monitors and controls expenditures and maintains assigned budget; reviews, approves, and processes invoices for payment.
9. Inspects kitchen, dining areas, and other food service facilities and equipment daily to ensure compliance with health, safety, and sanitation requirements and regulations.
10. Schedules and supervises the maintenance and repair of equipment.
11. May coordinate satellite food serving operations involving the preparation, scheduling, and supervising of personnel and the delivery, transporting, serving, and clean-up after serving of food at a satellite food service facility or facilities.
12. Attends and participates in staff meetings and workshops; maintains required certifications and achieves the annual minimum required training hours as outlined by the USDA.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of institutional food service management; food preparation and quantity cookery; operation and maintenance of kitchen equipment; Hazard Analysis Critical Control Points, food safety and sanitation practices; menu planning; perpetual inventory controls; effective purchasing techniques and food storage methods; financial management and fiscal recordkeeping; basic computer skills; and principles and practices of supervision.

Ability to: Plan, organize, direct, control, and coordinate an institutional food service operation; plan and develop approved daily production records according to program requirements; modify menus to accommodate the dietary needs of students; maintain cost-effectiveness and keep accurate fiscal records; ensure compliance with all applicable federal and state laws, rules, regulations, requirements, and standards; read, interpret, apply, and explain rules, regulations, policies, and procedures; prepare operational reports; participate in the interview and selection of subordinate food service employees; train, supervise, and evaluate the work of subordinates; work effectively with others and maintain cooperative working relationships; communicate effectively both orally and in writing with individuals as well as in groups; learn and use automated equipment and/or computer to perform assigned duties; and lift, move, and carry heavy kitchen equipment, supplies, and other objects.

Minimum Qualification Requirement:

Education Requirement:

Graduation from high school or equivalent.

Experience Requirements:

Except for the substitutions provided for below, applicants must have had progressively responsible work experience of the kind, quality, and quantity as described below:

Class Title	General Exp (yrs)*	Specialized Exp (yrs)*	Total (yrs)
School Food Services Manager I	2	1	3
School Food Services Manager II	2	2	4
School Food Services Manager III	2	3	5
School Food Services Manager IV	2	4	6
School Food Services Manager V	2	5	7

*One year of General or Specialized Experience is defined as a school year with approximately 180 "teacher duty" days or approximately thirty-eight (38) weeks per year.

General Experience: Progressively responsible work experience in the preparation of foods which included quantity cooking and participation in menu planning, fiscal recordkeeping, purchasing, and storage of food and supplies. Quantity cooking is defined as experience in the preparation and service of meals in an institution, such as a school, hospital, or similar setting where large scale cooking operations are performed and a large number of meals are served daily.

Specialized Experience: Food services management experience in a school or institution with responsibility for its daily food service operations including quantity cooking; menu planning; purchasing and storage of food and supplies; fiscal management and recordkeeping; ensuring compliance with federal and state laws, regulations, and requirements; food and kitchen safety and sanitation practices; and the supervision of subordinate food service employees.

Supervisory Aptitude: In addition to the General and Specialized Experience, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by completion of training courses in supervision accompanied by a supervisor indicating the possession of supervisory potential.

Non-Qualifying Experience:

1. Experience which is limited to serving, cleaning, ware washing; only one phase of cooking such as fry-cooking or baking; or other kinds of work not affording the opportunity to acquire the skills and knowledge of quantity food preparation will not be accepted as qualifying for the required quantity cooking experience.
2. Experience in a fast-food operation serving a very limited and unchanging daily menu, such as chicken, hamburgers, fish, or pizza, or limited to certain "ethnic" foods, regardless of the volume prepared and served, will not be accepted as qualifying for food services management experience. Such experience affords little opportunity to deviate from a very limited menu and preparation techniques and does not provide the applicant with skills and knowledge of a variety of foods and food preparation procedures, menu planning, and other knowledge and skills acquired and required in a large scale kitchen operation serving a varied menu.

Substitutions Allowed:

1. Successful completion of one (1) academic semester or equivalent of a substantially full-time curriculum from an accredited university or community college in a food service/culinary arts program which included training in menu planning, quantity cooking, nutrition, sanitation, safety and such courses in

inventory controls, purchasing and storage of food and supplies, and food services management may be substituted for the General Experience on the basis of one (1) academic semester for six (6) months of experience up to a maximum of two (2) years of General Experience.

2. Possession of an associate's degree from an accredited community college in a food service management/culinary arts program which included training in menu planning, operations, quantity cooking, purchasing and storage of food and supplies, financial management and recordkeeping, and the practice of safety and sanitation procedures may be substituted for all of the General Experience and two (2) year of Specialized Experience.
3. Possession of an bachelor's degree from an accredited four (4)-year college or university with a major in food science and human nutrition, food service management, dietetics, culinary arts, or a related field which included training in institutional organization and management, quantity food production and service, equipment selection, maintenance, layout, and purchasing and recordkeeping may be substituted for all of the General Experience and three (3) years of Specialized Experience.
4. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Certification Requirement:

Possession of a valid food handlers training level certification from the Hawaii Department of Health, American National Standards Institute accredited organizations, or equivalent organization as determined by the DOE.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligible who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodations.

This is an amendment to the class specifications and minimum qualification specifications for the class SCHOOL FOOD SERVICES MANAGER I, II, III, IV AND V that were approved on October 23, 2006.

SIGN DATE: Aug 27, 2018

EFFECTIVE DATE: JAN 01 2019



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