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Minimum Qualification Specifications for the Class:

FOOD SERVICES MANAGER

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Principles and practices of food services management including knowledge of menu planning, purchasing of food and supplies; fiscal management; basic nutrition, safety and sanitation practices; effective work organization and staff utilization; principles and practices of supervision; and report writing.

Ability to: Plan, develop, manage and evaluate a statewide institutional food services program; learn, interpret and apply all laws, rules, regulations, requirements and standards, policies and procedures applicable to a statewide institutional food services program; perform or oversee the planning and development of resources including budget, staffing, food, equipment and supplies and the establishment of standard menus; prepare written reports; 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.

**Basic Education Requirements:**

Graduation from an accredited four-year college or university with a Bachelor's degree with specialization in food services management which provided training and skills necessary for management positions in food services facilities. To be acceptable, the education must have provided knowledge of menu planning, institutional food purchasing, basic nutrition and sanitation practices.

Excess work experience as described in the Food Services Management Experience section or any other progressively responsible administrative, professional or analytical work experience which provided knowledge and abilities comparable to those acquired in four years of successful study leading to Bachelor's degree with specialization in food services management may be substituted for the required education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge and abilities.

The education or experience must also demonstrate the ability to write clear and comprehensive reports and other material; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:** Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible professional experience of the kind and quality described and in the amounts shown:

**Food Services Management Experience:** Six years of food services management experience which demonstrated knowledge of menu planning, purchasing of food and supplies, fiscal management, basic nutrition, safety and sanitation practices, effective work organization, staff utilization and report writing.

At least four years of the required food services management experience must have involved responsibility for a large scale food services operation which included preparing and serving a large number of meals daily, and the supervision of quantity cooking and food preparation activities directly or through subordinate supervisors. Experience in food services management may have been gained in commercial ventures such as restaurants, hotels, airlines food services, as well as schools, hospitals and correctional institutions.

Examples of acceptable experience for the remaining two years of the required food services management experience are experience as a teacher or consultant in the field of food services management.

**Managerial Aptitude:** Applicants must demonstrate the possession of managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

**Non-Qualifying Experience:** Experience in the management of a fast-food operation serving a 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. Such experience affords little opportunity to deviate from a limited menu and preparation techniques and does not provide the applicant with management knowledge and skills required in a large scale food services operation serving a varied menu.

Other non-qualifying experience includes experience in a limited area of food services management, such as having primary responsibility for purchasing and supplying as a food and beverage manager; or other such experience in a food services operation which, although representing considerable responsibility, does not provide experience in and knowledge of all areas of food services management.

**Substitutions Allowed:**

A Master's degree in the field of Food Services System Management from an accredited college or university may be substituted for one year of Food Services Management Experience. The education must have provided knowledge of food services management principles and practices including knowledge of menu planning, food and supply purchasing, fiscal management, basic nutrition, safety and sanitation practices; and effective work organization and staff utilization.

**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 that applicant has the ability to perform the duties of the position for which applicant is being considered.

**License Requirement:**

All applicants must possess a valid license to drive in the State of Hawaii.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies 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.

