

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Food Systems

SERIES NO.:

4244

MAJOR AGENCIES:

Mental Health, Corrections

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the food systems occupation is to supervise, consult on & administer food services operations.

At the advanced level, incumbents provide consultative services & advice. At the supervisory level, incumbents supervise food distribution staff.

CLASS TITLE:

Food Consultant

CLASS NUMBER:

42441

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of food services methods in order to provide consultative services & advice.

CLASS TITLE:

Food Distribution Supervisor

CLASS NUMBER:

42445

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of food distribution & purchasing in order to supervise food distribution staff & have responsibility for storage & delivery of food items from centralized food processing center.

CLASS TITLE: Food Consultant	CLASS NUMBER: 42441	BARGAINING UNIT: 05
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides consultative services & advice concerning facilities' food service delivery systems to include material handling & equipment, implementation of & maintaining established policies & procedures & development of renovation & construction projects related to dietary capital improvements, makes recommendations on financial accounting, budgeting & internal controls at unit level & concerning other aspects of food service preparation &/or delivery systems.

Notifies institutions of central warehouse deliveries & serves as contact person for all delivery problems; inspects food service operations to ensure compliance with federal & state guidelines & sanitation standards; investigates consumer complaints.

Monitors delivery of food service to new customers; provides ancillary advice & technical assistance related to food delivery systems.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; speech &/or oral communications; food service preparation; food service management; food service sanitation & safety; food service equipment; state &/or federal laws, regulations & standards regulating food service delivery*. Ability to define problems, collect data, establish facts & draw valid conclusions; handle routine & sensitive contacts with providers &/or recipients of food service; prepare &/or deliver training materials & talks to persons regarding food service management or delivery; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of 2 yr. program in food service preparation; 12 mos. trg. or 12 mos. exp. in food service management; 3 courses or 9 mos. exp. in public relations; 3 courses or 9 mos. exp. in speech &/or oral communications.

-Or equivalent of Minimum Class Qualifications for Employment.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Food Distribution Supervisor	CLASS NUMBER: 42445	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises food distribution staff (i.e., skilled trades, custodial & storekeeping personnel) & has responsibility for storage & delivery of food items from centralized food processing center to user institutions.

Purchases all food & non-food items through central warehouse, term contract, bids or direct purchase order to ensure optimum inventory level of all goods & supplies & maintains accurate records.

Prepares reports related to operations (e.g., fleet reports, weekly operating reports, receiving reports).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; food service preparation & storage; food services management; food service sanitation & safety; food purchasing & specifications; records & cost control. Ability to understand system of procedures; establish friendly atmosphere as supervisor; prepare meaningful, concise & accurate reports; maintain accurate records; define problems, collect data, establish facts & draw valid conclusions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of 2 yr. program in food service preparation; 12 mos. trg. or 12 mos. exp. in food service management which included topics of record keeping, cost control, food purchasing & specifications.

-Or 12 mos. exp. as Food Service Manager, 42417.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.