OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1981

CLASS TITLE:	CODE:
Food Service Manager 1	42414C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under gneral supervision from higher-level food service manager, supervises all food service personnel assigned to one shift, or in Parole & Community Services, Department of Rehabilitation & Correction, supervises cooking personnel & resident personnel in kitchen & dining areas;

Note: Supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees, to responsibly direct them, to adjust their grievances, or to effectively recommend such action, with all of preceding requiring independent judgment."

- PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	72-78	Supervises all food service workers & cooks &/or bakers assigned to one shift of institutional food service operation, or in Parole & Community Services, Department of Rehabilitation & Correction, supervises cooking staff & resident personnel in kitchen & dining areas.	Knowledge of (1) food services preparation, (2) food service management, (3) supervision, (4) food service sanitation & safety, (5) employee training & development; skill in (6) use of food service equipment; ability to (7) use whole numbers, (8) understand system of procedures, (9) establish friendly atmosphere as shift supervisor.
2	10-20	Receives & inspects food & supplies & keeps related records.	Knowledge of (10) food purchasing & specifications; ability to (11) prepare & maintain accurate & concise records & reports.
3	2-12	Keeps additional records, prepares reports & performs related administrative & food service duties.	Knowledge of 1, 2, 4; skill in 6; ability to 7, 8, 9, 11.
4	0-6	Receives cash; secures all food storage units & eating areas; maintains safety & sanitary conditions in accordance with prescribed standards.	Knowledge of 2, 3, 4; ability to 7, 8, 9.

*Developed after employment

(265)

123:1-7-17

UNUSUAL WORKING CONDITIONS: May work rotating shift; may be exposed to dangerous or hostile patients.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of 2 yr. training program in food service preparation or hospitality management technology (or 2 yrs. food service preparation exp.); or completion of one yr. program in food service management & 12 mos. food service preparation exp. In addition to one of previous options, must also have 6 mos. exp. as supervisor or lead worker.

FORM ADM-4134

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