

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Food Service Coordination/Management

**SERIES NO.:**

4241

**MAJOR AGENCIES:** Education, Aging, Public  
Safety, Mental Health, Mental Retardation/ Developmental  
Disabilities, Veterans' Home, Veterans' Children's Home**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the food service coordination/management occupation is to coordinate or manage food service operations in institutional, residential home, school or academy setting.

At the lower levels, incumbents coordinate activities of lower-level food service workers. At the middle level, incumbents supervise lower-level food preparation & service personnel. At the higher levels, incumbents act as assistant manager or manage entire food service operation.

Employees in these classes do not work in Rehabilitation & Correction facilities - see Correctional Food Service series.

**CLASS TITLE**

Food Service Coordinator 1

**CLASS NUMBER**

42411

**PAY RANGE**

04

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of food service preparation in order to serve as lead worker to food service workers on one assigned shift.

**CLASS TITLE**

Food Service Coordinator 2

**CLASS NUMBER**

42412

**PAY RANGE**

06

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of food service preparation in order to coordinate all activities in kitchen & all food service areas on one assigned shift or serve as relief worker for regularly assigned food service coordinator 2 on regular basis.

**CLASS TITLE**

Food Service Supervisor

**CLASS NUMBER**

42415

**PAY RANGE**

08

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The supervisory level class works under direction & requires considerable knowledge of food service preparation in order to supervise all lower-level food preparation & service personnel assigned to one shift of institutional food service operation.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Food Service Manager 1	42416	09	01/09/2005

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of food service preparation in order to assist food service manager 2 in managing entire institutional food service operation & supervise lower-level food preparation & service staff (i.e., must include at least 1 food service coordinator or supervisor) or manage entire food service operation & supervise lower-level food preparation & service staff at highway patrol academy or office of support services, Department of Mental Health.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Food Service Manager 2	42417	10	06/22/1990

**CLASS CONCEPT:**

The second managerial level class works under general direction & requires thorough knowledge of food service preparation in order to administer entire institutional, residential home or school food service operation & supervise lower-level food preparation & service staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Food Service Coordinator 1	42411	05	03/26/1990	04

**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.)**

Serves as lead worker (e.g., provides work direction & training) to food service workers & any other assigned personnel in one designated food service area on one assigned shift.

Assists lower-level workers in preparing & serving food & cleaning food service area (e.g., sets up salad bar; sets food out on service line &/or sets up food cart; scrapes, washes, rinses & stacks dishes; washes tables); prepares breakfast & snack foods, sandwiches, salads, milkshakes & desserts.

Orders food supplies; maintains various inventories (e.g., food, cleaning & paper supplies, leftovers) & monitors rotation of all items; completes census report; prepares weekly & monthly cleaning schedules; checks cooler temperature; secures area at end of shift.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food service sanitation & safety; food service equipment; food preparation; food specialties (e.g., baking, garde manger techniques)\*; supervisory principles/techniques\*; employee training & development\*; food purchasing & specifications\*; inventory control\*. Skill in operation of food service equipment. Ability to apply principles to solve practical, everyday problems; write accurate reports; gather, collate & classify information about data, people or things; stand, walk or bend continuously; lift 25-50 lbs.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses or 9 mos. exp. in food preparation; 1 course or 3 mos. exp. in food service equipment; 1 course or 3 mos. exp. in food service sanitation & safety.

-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:**

May be exposed to dangerous or hostile consumers, residents or youths; may work rotating days, weekends &/or flexible hours; exposed to varying temperatures.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Food Service Coordinator 2	42412	05	03/26/1990	06

**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.)**

Coordinates all activities, on daily basis, in kitchen & all food service areas on one assigned shift & provides work direction & training to food preparation & food service workers, or serves as relief worker on days off for regularly assigned food service coordinator 2 over food service & food preparation workers engaged in food preparation & serving, cleaning & storage on one assigned shift.

Orders & receives food & related non-food supplies; maintains records concerning employee time; collects information to be used regarding menu acceptance, food preferences & modified diets; assists lower-level workers in preparing & serving food.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; employee training & development\*; food preparation; food specialties (e.g., baking, garde manger)\*; food service equipment; food service sanitation & safety; food purchasing & specifications\*; record keeping & cost control\*; inventory control\*. Skill in operation of food service equipment. Ability to apply principles to solve practical, everyday problems; write accurate reports; gather, collate & classify information about data, people or things; stand, walk or bend continuously; lift 25-50 lbs.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

18 mos. trg. or 18 mos. exp. in food preparation; 1 course or 3 mos. exp. in food service sanitation & safety; 1 course or 3 mos. exp. in food service equipment.

-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:**

May be exposed to dangerous or hostile consumers, residents or youths; may work rotating days & weekends &/or flexible hours; exposed to varying temperatures.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Food Service Supervisor	42415	EX	01/09/2005	08

**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 all food preparation & service personnel (e.g., food service coordinators, food service workers, cooks &/or bakers) assigned to one shift of institutional food service operation.

Prepares related records & reports (e.g., cycle menus, costs, monthly report, work schedules, production schedule, food &/or supply orders).

Maintains safety & sanitary conditions (e.g., monitors cold storage &/or ingredient products; inspects for hazards; checks refrigerator & freezer temperatures; secures food storage areas).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food service preparation; food service management; supervisory principles/techniques\*; food service sanitation & safety; employee training & development; food purchasing & specifications. Skill in use of food service equipment. Ability to apply principles to solve practical, everyday problems; write accurate reports; gather, collate & classify information about data, people or things; stand, walk or bend continuously; lift 25 to 50 lbs.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of 2 yr. trg. program in food service preparation or hospitality management technology or 2 yrs. exp. in food service preparation; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or completion of 1 yr. trg. program in food service management; 12 mos. exp. in food service preparation; 6 mos. trg. or 6 mos. exp. in employee training & development.

-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:**

May be exposed to dangerous or hostile consumers, residents or youths; may work flexible work hours, rotating days &/or weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Food Service Manager 1	42416	EX	01/09/2005	09

**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.)**

Assists food service manager 2 in managing entire institutional food service operation & supervises lower-level food preparation & service staff (i.e., must include at least 1 food service coordinator or food service supervisor) or manages entire food service operation & supervises lower-level food preparation & service staff at highway patrol academy or office of support services, Department of Mental Health.

Orders or assists in ordering food & supplies from storeroom &/or vendors; prepares related records & reports (e.g., weekly sanitation check list, plate waste study, employee time records, production sheets, cycle menus).

Attends & conducts meetings with agency personnel.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food service preparation; food service management; supervisory principles/techniques; food service sanitation & safety; food purchasing & specifications. Ability to apply principles to solve practical everyday problems; write accurate reports; gather, collate & classify information about data, people or things; stand, walk or bend continuously; lift 25-50 lbs.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of 2 yr. trg. program in food service preparation or hospitality management technology or 2 yrs. exp. in food service preparation; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-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:**

May be exposed to dangerous or hostile consumers or residents; may work flexible work hours, rotating days &/or weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Food Service Manager 2	42417	EX	06/22/1990	10

**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.)**

Administers & manages entire food service operation for all shifts for institutional, residential home or school food service operation & supervises lower-level food preparation & service staff.

Orders food & supplies from storeroom &/or vendors; prepares related records & reports (e.g., sanitation, cycle menus, daily production sheets, quarterly &/or monthly cost estimates).

Attends & conducts staff meetings; meets with dietitian to discuss changes &/or modifications; attends committee meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food service preparation; food service management; supervisory principles/techniques; food service sanitation & safety; food purchasing & specifications. Ability to apply principles to solve practical everyday problems; write accurate reports; gather, collate & classify information about data, people or things; stand, walk or bend continuously; lift 25-50 lbs.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of 2 yr. trg. program in food service preparation or hospitality management technology or 2 yrs. exp. in food service preparation; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-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:**

May be exposed to dangerous or hostile consumers, residents or youths; may work flexible work hours, rotating days &/or weekends.