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 level, incumbents manage entire food service operation.

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY RANGE</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service Coordinator 1</td>
<td>42411</td>
<td>04</td>
<td>03/26/1990</td>
</tr>
<tr>
<td>CLASS CONCEPT:</td>
<td></td>
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<tr>
<td>The full performance level class works under general supervision &amp; requires considerable knowledge of food service preparation in order to serve as lead worker to food service workers on one assigned shift.</td>
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<tbody>
<tr>
<td>Food Service Coordinator 2</td>
<td>42412</td>
<td>06</td>
<td>03/26/1990</td>
</tr>
<tr>
<td>CLASS CONCEPT:</td>
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<tr>
<td>The full performance level class works under general supervision &amp; requires considerable knowledge of food service preparation in order to coordinate all activities in kitchen &amp; all food service areas on one assigned shift or serve as relief worker for regularly assigned food service coordinator 2 on regular basis.</td>
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<tbody>
<tr>
<td>Food Service Supervisor</td>
<td>42415</td>
<td>08</td>
<td>01/09/2005</td>
</tr>
<tr>
<td>CLASS CONCEPT:</td>
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<td></td>
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<tr>
<td>The supervisory level class works under direction &amp; requires considerable knowledge of food service preparation in order to supervise all lower-level food preparation &amp; service personnel assigned to one shift of institutional food service operation.</td>
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<tbody>
<tr>
<td>Food Service Manager 2</td>
<td>42417</td>
<td>10</td>
<td>06/22/1990</td>
</tr>
<tr>
<td>CLASS CONCEPT:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>The second managerial level class works under general direction &amp; requires thorough knowledge of food service preparation in order to administer entire institutional, residential home or school food service operation &amp; supervise lower-level food preparation &amp; service staff.</td>
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</tbody>
</table>
**JOB TITLE**  
Food Service Coordinator 1

<table>
<thead>
<tr>
<th><strong>JOB CODE</strong></th>
<th><strong>B. U.</strong></th>
<th><strong>EFFECTIVE</strong></th>
<th><strong>PAY RANGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>42411</td>
<td>05</td>
<td>03/26/1990</td>
<td>04</td>
</tr>
</tbody>
</table>

**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.
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.
**JOB TITLE**  
Food Service Supervisor

**JOB CODE**  
42415

**B. U.**  
EX

**EFFECTIVE**  
01/09/2005

**PAY RANGE**  
08

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**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).

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**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.

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**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.

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**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable.

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**UNUSUAL WORKING CONDITIONS:**
May be exposed to dangerous or hostile consumers, residents or youths; may work flexible work hours, rotating days &/or weekends.
**JOB TITLE:** Food Service Manager 2  
**JOB CODE:** 42417  
**B. U.:** EX  
**EFFECTIVE:** 06/22/1990  
**PAY RANGE:** 10

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**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.

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**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.

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**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.

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

Not applicable.

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**UNUSUAL WORKING CONDITIONS:**

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