

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: May 5, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 84 FY 15/16 (copy attached).**

Pursuant to completion of discussion with SEIU 1021 regarding this classification action, the classification action contained in the above referenced notice became effective May 5, 2016.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 84  
**Fiscal Year:** 2015/2016  
**Posted Date:** 04/08/2016  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached.)**

Item #	Job Code	Title
1	2618	Food Service Supervisor
2	2619	Senior Food Service Supervisor

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

**For additional information regarding this proposed classification action**, please contact Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Food Service Supervisor  
Job Code: 2618**

**INTRODUCTION**

Under general supervision, directs the operations and services of dining rooms in a large institution; and performs related duties as required.

Requires responsibility for: Carrying out and interpreting policies and procedures to subordinates; effecting economies through prevention of loss or pilferage of dining room supplies; making frequent contacts with inmates, institution personnel, customers, tenants, and the general public; keeping routine records and preparing routine reports.

**DISTINGUISHING FEATURES**

The 2618 Food Service Supervisor is distinguished from the 2606 Senior Food Service Worker in that the former functions as the first-line supervisor, whereas the latter functions as a lead worker and assists in the supervision of employees. In addition, the 2618 Food Service Supervisor is involved with administrative procedures such as scheduling, training, and policy regulation. At the Airport, the 2618 is distinguished from the 2706 Housekeeper/Food Service Cleaner in that the former supervises the Housekeepers/Food Service Cleaners.

**SUPERVISION EXERCISED**

Supervises subordinate food service staff.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Supervises subordinate personnel and inmate help assigned to dining rooms; inspects dining room staff for personal hygiene.
2. Supervises the serving of meals, storage of food, and collection and washing of dishes, silverware and trays.
3. Checks dishwashing machines for proper operation; checks food refrigeration and warming equipment for proper temperatures.
4. Inspects dining room furniture and equipment for cleanliness and proper repair.
5. Draws foodstuffs and supplies from central storeroom; is responsible for issue and custody of same.
6. Recommends procedures for economical use and improvements of foodstuffs and supplies.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Food Service Supervisor  
Job Code: 2618**

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Requires a good knowledge of: The operation of a large institutional food service operation; laws and codes pertaining to the operation of a dining room; the principles of hygiene and sanitation.

Requires skill and ability to: Assign, supervise and inspect the work of subordinates engaged in the operations of a large dining room; deal tactfully and courteously with inmate and institutional personnel using dining room facilities.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Two (2) years of experience in the operation of a large, high-volume food service organization. Experience includes tray line operations, quality control, cafeteria/catering services, inventory management, or equipment monitoring in an institutional setting such as a hospital, correctional facility, cafeteria, long-term care facility, or other large high-volume food service organization.

License and Certification:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 2619 Senior Food Service Supervisor  
From: 2606 Senior Food Service Worker

**ORIGINATION DATE:** 11/20/1972

**AMENDED DATE:** 05/05/16

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities,*

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Food Service Supervisor  
Job Code: 2618**

*and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Food Service Supervisor  
Job Code: 2619**

**INTRODUCTION**

Under direction, exercises work direction over Food Service Supervisor's policies and procedures in connection with the operation of all the dining rooms in a large institution; and performs related duties as required. Requires responsibility for: Overall coordination and interpretation of policies and procedures to subordinate supervisory food service staff of- a large institution.

**DISTINGUISHING FEATURES**

The 2619 Senior Food Service Supervisor is distinguished from the 2618 Food Service Supervisor in that the 2619 functions as a second-line supervisor, whereas the 2618 functions as first-line supervisor in an assigned division.

**SUPERVISION EXERCISED**

Supervises food service operations and subordinate staff.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Supervises Food Service Supervisors in the direction of operations and services of all dining rooms in a large institution.
2. Deals with labor relations and subordinate personnel grievances on a first level basis.
3. Inspects all dining rooms for cleanliness, staff hygiene, proper portion control; requests repair or replacement of equipment; requisitions, stores, and inventories dining room supplies.
4. Researches and reviews procedures for more economical improvement of foodstuffs, supplies and services.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: The operation of food services for a large institution; laws and codes pertaining to the operation of dining rooms in a large institution; the principles of hygiene and sanitation.

Ability and Skill to: Coordinate and direct the work of subordinates engaged in supervision of the operation of large institutional dining rooms; deal tactfully and courteously with patients and institutional personnel using dining room facilities.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Food Service Supervisor  
Job Code: 2619**

Experience:

Two (2) years of experience directing the operations and services of dining rooms in an institutional setting such as a hospital, correctional facility, cafeteria, long-term care facility, or other large, high-volume food service organization. Qualifying experience includes supervising subordinate personnel engaged in meal service, and collecting and washing dishes, silverware, and trays; ensuring cost-effective issuance and storage of food and supplies; inspecting dining room furniture and equipment to ensure cleanliness and proper operation.

License and Certification:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

FROM: 2618 Food Service Supervisor

**ORIGINATION DATE:** 12/07/1970

**AMENDED DATE:** 05/05/16

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD