



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: April 14, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 79 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 April 14, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "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: 79
Fiscal Year: 2015/2016
Posted Date: 03/24/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	2604	Food Service Worker
2	2606	Senior Food Service Worker

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. 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.

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

**Title: Food Service Worker
Job Code: 2604**

INTRODUCTION

Under immediate supervision, performs a wide variety of manual work involved in the storage, preparation and serving of food in an institutional kitchen or dining area; keeps kitchens, dining rooms and associated equipment in a clean, orderly and sanitary condition; and performs related duties as required.

DISTINGUISHING FEATURES

The 2604 Food Service Worker is distinguished from the 2606 Senior Food Service Worker in that the latter can function as a team lead or line checker, assists in the supervision of employees, and has a broader range of responsibilities.

SUPERVISION EXERCISED

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. Sets up food counters and tables; prepares simple foods such as toast, cereal, sandwiches, salads and boiled eggs; prepares food for serving by cutting, slicing and dishing up portions for customers and patients, including special diet preparations.
2. Washes, cleans and peels potatoes, shells peas and otherwise prepares food for cooking.
3. Operates power tools and equipment used in the preparation of liquid and solid foods.
4. Serves food to customers and patients in cafeterias, dining halls and hospital wards.
5. Cleans dishes, utensils, storage spaces, equipment, containers, tables, floors and other areas when required; sterilizes food containers.
6. Performs routine auxiliary tasks such as carrying supplies to and from storage rooms; controlling the use of meal cards and distributing linen supplies.
7. May assist in the preparation of special diet foods when required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Kitchen and cafeteria operations, including food preparation, cleaning operations and use of power utensils.

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

**Title: Food Service Worker
Job Code: 2604**

Ability and Skill to: Understand and carry out oral and written instructions and cooperate with other workers in similar occupations.

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.

Experience:

Possession of six (6) months of food handling experience in the food service industry as a food service worker, kitchen helper, waiter, busboy, or similar position.

License and Certification:

Substitution:

Completion of twelve (12) semester units or equivalent credits in Food Service, Culinary Arts, Dietetics and/or Nutrition can substitute for the experience as described above.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2606 Senior Food Service Worker

ORIGINATION DATE: 11/20/72

AMENDED DATE: 04/14/16

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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

**Title: Food Service Worker
Job Code: 2604**

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

**Title: Senior Food Service Worker
Job Code: 2606**

INTRODUCTION

Under supervision, performs a variety of tasks in connection with the preparation, storage and serving of foodstuffs, including dietary foods; may supervise a small group of Food Service Workers in an assigned food service activity; ensures that assigned dining and kitchen areas and equipment are kept clean and in good repair; and performs related duties as required.

DISTINGUISHING FEATURES

The 2606 Senior Food Service Worker is distinguished from the 2604 Food Service Worker in that the former can function as a team lead or line checker, assists in the supervision of employees, and has a broader range of responsibilities.

SUPERVISION EXERCISED

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 and sets up food counters and tables; performs tray line activities such as serving food portions, checking trays and collecting and tallying meal tickets.
2. Assists in the preparation and serving of meals for special diet cases; works in special diet stations; prepares baby formulas; uses specialized equipment connected with dietary services.
3. Supervises and works in a vegetable room, cleaning and otherwise preparing vegetables for cooking by hand or machine; replenishes food supplies; cleans and services various machines, tools and equipment used in the food preparation process.
4. Participates in the cleaning of dining and kitchen areas, including the washing of dishes, pots, pans and other utensils.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Institutional food service operations, including the preparation of special diets.

Ability and Skill to: Assume responsibility for the proper operation of an assigned dining or kitchen area; carry out instructions and coordinate efforts with others in the food service operation.

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

**Title: Senior Food Service Worker
Job Code: 2606**

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.

Experience:

One (1) year of work 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:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To : 2618 Food Service Supervisor
2650 Assistant Cook

From: 2604 Food Service Worker

ORIGINATION DATE: 11/20/72

AMENDED DATE: 4/13/16

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

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

**Title: Senior Food Service Worker
Job Code: 2606**

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