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: 36
Fiscal Year: 2015/2016
Posted Date: 10/14/2015
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2620</td>
<td>Food Service Manager Administrator</td>
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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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Under general direction, plans, organizes, and directs the activities of staff engaged in the preparation and serving of food to patients and personnel within a hospital setting; assists with formulating menus and implements portion sizes in accordance with patient and staff nutritional and dietary needs; oversees the storage of food and the cleaning of kitchen and dining areas, utensils, and equipment; and performs related duties as required.

DISTINGUISHING FEATURES

The Food Service Manager classification is responsible for supervising various classifications of hospital food service personnel performing a variety of culinary activities in the areas of food production, cafeteria or patient services. It is distinguished from the lower class of Senior Food Service Supervisor in that the latter oversees staffs of food service workers who perform limited and routine tasks relative to the preparation and serving of food. The classification differs from the higher class of Administrative Chef, in that the latter functions as the Assistant Director of Food Services and has line authority over all food service and production activities under direction of the Director of Food Services.

SUPERVISION EXERCISED

Directs and supervises food service personnel

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. Selects, trains, and supervises, directly and through subordinate supervisory staff, chefs, cooks and other food service personnel engaged in the daily activities of the food service department which include ordering, receiving, preparing, portioning and distributing food and supplies; initiates and/or reviews performance appraisals and disciplinary actions; schedules staff coverage of food production, cafeteria and/or patient service areas.

2. Assists with formulating menus and implements portion sizes in accordance with availability and seasonality of food, area preferences and cost; records number of meals served, types of diets, food, supply, and labor costs, cafeteria attendance and supply inventory to maintain adequate stock levels and efficient operations within the departmental budget.

3. Participates in the establishment of departmental standards, policies, and procedures regarding production, personnel, and sanitation; implements and monitors operating systems to ensure compliance with established protocols.

4. Monitors and inspects food, supplies, equipment, and work areas, including preparation, storage, and serving areas, to ensure purchased items meet specifications upon receipt; correct procedures are followed in the preparation and serving of food; and equipment, work and storage areas are maintained in clean and sanitary condition.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the principles and procedures of modern institutional food service operations and management including production, storage, sanitation, equipment utilization,
Title: Food Service Manager Administrator
Job Code: 2620

procurement of supplies, and inventory control.

Ability and Skill to: Analyze situations accurately and implement effective solutions; implement departmental policies and procedures; effectively communicate orally and in writing.

Skills in: Directing and coordinating activities in a large dietary department; delegating and supervising the work of subordinate personnel; preparing records and reports.

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 an Associate’s degree from an accredited college or university

Experience:
Three (3) years, within the last five (5) years, of verifiable supervisory and/or management experience in food service operations involving planning, preparing and serving food

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 11/18/85
AMENDED DATE: 10/XX/15
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