



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: January 4, 2017

Re: **Notice of Proposed Classification Actions –Final Notice No. 20 FY 16/17 (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 January 4, 2017.

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
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: 20
Fiscal Year: 2016/2017
Posted Date: 10/25/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	2650	Assistant Cook
2	2654	Cook
3	2656	Chef

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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@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
DHR – Client Services Unit
DHR – Employee Relations Unit
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DHR – Client Services Operations
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Assistant Cook
Job Code: 2650**

INTRODUCTION

Under supervision, prepares and assists in the preparation and cooking of large quantities of food in an institutional kitchen; and performs related duties as required.

Requires responsibility for: Following oral or written instructions in the performance of routine cooking duties; achieving minor economies in the proper storage, preparation and serving of food; making routine contacts with other personnel assigned to an institutional kitchen.

DISTINGUISHING FEATURES

The 2650 Assistant Cook is the entry-level position within the Cook series. The 2650 Assistant Cook is distinguished from the 2654 Cook in that the former performs more routine preparatory kitchen duties, whereas the latter performs more difficult and responsible kitchen duties such as menu preparation, supply sourcing, forecasting, and administrative functions.

SUPERVISION EXERCISED

May supervise food service employees.

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. Prepares, cooks and serves a wide variety of food stuffs for large quantity service according to preplanned menus, including special diet items.
2. Assists or relieves cooks when directed.
3. Directs and participates in the cleaning of the kitchen area and equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Requires a good knowledge of the operations of a large institutional kitchen; the use, care and cleaning of a variety of kitchen equipment commonly used in the preparation and cooking of large quantities of food.

Ability and Skill to: Prepare and cook large quantities of food in all food groups under supervision; carry out detailed oral and written instructions; supervises the work of subordinates when assigned.

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

**Title: Assistant Cook
Job Code: 2650**

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:

One (1) year of work experience in the preparation and serving of food in a setting such as a hospital, correctional facility, the military, hotel, restaurant or equivalent food service establishment.

License and Certification:

Substitution:

One (1) year of the required experience can be substituted by any of the following: completion of a one (1) year culinary arts certificate program; or completion of an apprenticeship program certified by a nationally recognized culinary arts organization; or possession of an Associate's degree in culinary arts.

SUPPLEMENTAL INFORMATION

Requires the ability to lift and carry 50 lbs. of food and supplies.

Some physical strength is required in lifting and carrying food, cooking supplies and equipment; also requires ability to stand for long periods of time; manual dexterity in the use and operation of kitchen appliances and equipment; work weekends and evenings.

PROMOTIVE LINES

To: 2654 Cook

ORIGINATION DATE: 11/20/72

AMENDED DATE: 1/4/17

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

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

**Title: Assistant Cook
Job Code: 2650**

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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

**Title: Cook
Job Code: 2654**

INTRODUCTION

Under general supervision, performs skilled duties in the preparation and cooking of large quantities of a variety of foods; and performs related duties as required.

DISTINGUISHING FEATURES

The 2654 Cook is the journey-level position within the Cook series. The 2654 Cook is distinguished from 2650 Assistant Cook in that the latter performs more routine preparatory kitchen duties, whereas the former performs more difficult and responsible kitchen duties such as menu preparation, supply sourcing, forecasting, and administrative functions. The 2656 Chef is distinguished from the 2654 Cook in that the former is responsible for a greater scope of supervision in addition to kitchen operations management.

SUPERVISION EXERCISED

Supervises food service employees.

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. Plans menus and accommodates special diets.
2. Prepares and cooks large variety of foods.
3. Orders food and requisitions supplies.
4. Directs and participates in cleaning the kitchen area, appliances and utensils.
5. Estimates amount of groceries needed.
6. Follows instructions and works according to established methods and procedures.
7. Maintains records, routine reports, and related duties.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: food preparation techniques; common kitchen and food terminology; tools, utensils and equipment used in the preparation, cooking and baking of food; basic mathematics; required safety and health practices; principles of nutrition; methods of storing foodstuffs.

Ability and Skill to: prepare and cook a wide variety of food including special diet items commonly found on the menus of institutions; follow detailed oral and/or written instructions; plan, supervise and inspect the work of food service employees; maintain accurate records and prepare simple reports; lift and carry at least 50 pounds of food and cooking supplies; work well

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

**Title: Cook
Job Code: 2654**

with others; use and clean modern cooking tools, utensils and equipment; communicate orally and in writing.

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:

Three (3) years of work experience cooking large quantities of food in a setting such as hospital, correctional facility, the military, hotel, restaurant or equivalent food service establishment.

Note: Coffee shops, small grab and go kiosks, and sandwich shops are not considered qualifying cooking experience.

License and Certification:

Substitution:

One (1) year of the required experience can be substituted by any of the following: completion of a one (1) year culinary arts certificate program; or completion of an apprenticeship program certified by a nationally recognized culinary arts organization; or possession of an Associate's degree in culinary arts.

SUPPLEMENTAL INFORMATION

Requires the ability to lift and carry 50 lbs. of food and supplies.

Some physical strength is required in lifting and carrying food, cooking supplies and equipment; also requires ability to stand for long periods of time; manual dexterity in the use and operation of kitchen appliances and equipment; work weekends and evenings.

PROMOTIVE LINES

From: 2650 Assistant Cook

To: 2656 Chef

ORIGINATION DATE: 11/20/72

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

**Title: Cook
Job Code: 2654**

AMENDED DATE: 11/12/99; 04/05/2007; 1/4/17

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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

Title: Chef
Job Code: 2656

INTRODUCTION

Under direction, assists in the operation and supervision of a large institutional kitchen or, is responsible for the supervision and operation of a kitchen in a smaller facility or institution; and performs related duties as required.

DISTINGUISHING FEATURES

This advanced journey level class is distinguished from the 2654 Cook by its responsibility for the interpretation, implementation and enforcement of established policies and procedures. This job class is typically assigned duties with increased experience, responsibility and supervision over subordinate cooking-related staff.

SUPERVISION EXERCISED

Supervises subordinate cooking-related 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 and participates in the planning, preparation and serving of meals at a facility or institution; assigns subordinates and inspects their work; supervises, either directly or through subordinates, all phases of kitchen operations; consults with, and advises subordinates as necessary; responsible for quality control in all kitchen operations.
2. Follows prescribed menus and recipes to meet nutritional guidelines and special dietary needs with considerations for budgeted food costs and the facilities equipment.
3. Oversees the preparation of, prepares, cooks, and bakes all types of food, including cooking food for special functions.
4. Performs and supervises purchasing which involves contacting vendors, placing orders, and evaluating products; receives, stores, inventories and distributes all food supplies.
5. Supervises the cleaning and maintenance of kitchen equipment and utensils; inspects kitchen equipment and adjacent areas for safety and needed repairs.
6. Assists in the training and evaluation of subordinate staff.
7. Prepares and maintains daily, weekly, and monthly reports for federal, state and legal authorities; prepares other related records and reports as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: preparation and cooking of a large variety and quantity of food; food storekeeping; sanitation methods; principles of nutrition; departmental, federal and state

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Chef
Job Code: 2656**

guidelines; the legal provisions relating to the safe and sanitary operation of a large kitchen or cooking facility; purchasing of food; operation of various food preparation machines and their related attachments; and the operation of a dining room or special event facility.

Ability and Skill to: purchase and maintain control of food and supplies; estimate food requirements of diverse sized groups; maintain routine records and prepare required reports; communicate clearly and effectively with subordinates, peers, management and the public in all aspects of the job; deal tactfully and effectively with co-workers, subordinates of all levels, other personnel, and the public; plan, coordinate and instruct subordinates; operate kitchen machinery and prepare various quantities of food under stressful and time sensitive situations in an institutional setting or cooking facility.

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:

Four (4) years of work experience cooking large quantities of food in a setting such as hospital, correctional facility, the military, hotel, restaurant or equivalent food service establishment.

Note: Coffee shops, small grab and go kiosks, and sandwich shops are not considered qualifying cooking experience.

License and Certification:

Substitution:

One (1) year of the required experience can be substituted by any of the following: completion of a one (1) year culinary arts certificate program; or completion of an apprenticeship program certified by a nationally recognized culinary arts organization; or possession of an Associate's degree in culinary arts.

SUPPLEMENTAL INFORMATION

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

**Title: Chef
Job Code: 2656**

Requires the ability to lift and carry 50 lbs. of food and supplies.

Some physical strength is required in lifting and carrying good, cooking supplies and equipment; also required ability to stand for long periods of time; manual dexterity in the use and operation of kitchen appliances and equipment; work weekends and evenings.

PROMOTIVE LINES

From: 2654 Cook

ORIGINATION DATE: 11/20/72

AMENDED DATE: 11/12/99, 09/22/2007, 1/4/2017

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD