OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Food Service Manager 3

AUG 0 2 1987

CODE: 42416C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative superior, administers & coordinates total food service operation, for all shifts, for assigned institution & supervises all lower-level food service managers;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	43-53	Administers & coordinates total food service operation, for all shifts, for assigned institution & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., all lower-level food service manager positions); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) food service preparation, (2) food service management, (3) supervision, (4) employee training & development, (5) food service sanitation & safety; ability to (6) understand system of procedures, (7) establish friendly atmosphere as manager.
2	18-24	Plans menu, in accordance with special instructions from dietitians, preparation of food & service, requisitions equipment & supplies, determines food quality & quantity & maintains sanitary & safe conditions.	Knowledge of 1, 5, (8) food purchasing & specifications; ability to (9) calculate fractions, decimals & percentages, (10) prepare & maintain accurate records & reports.
3	10-16	Plans & prepares special food service events.	Knowledge of 1, 2; skill in (11) use of food service equipment; ability to 6.
4	13-23	Analyzes & controls food & operating costs & budgets; conducts periodic safety meetings; accompanies office personnel, sanitation officials & food managers on tours; substitutes in absence of supervisor.	Knowledge of 5, (12) records & cost control; ability to 7, (13) handle routine & sensitive contacts with government officials.

*Developed after employment

(268)

123:1-7-17

UNUSUAL WORKING CONDITIONS: May be exposed to dangerous or hostile patients.

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* Completion of 2 yr. program in food service preparation (or 2 yrs. exp. in food service preparation) & 1 yr. training in food service management (or 12 mos. exp. as food service manager); or equivalent.

TRAINING & DEVELOPMENT: