

Minimum Qualification Specifications
for the Classes:INSTITUTION FOOD SERVICES MANAGER I
INSTITUTION FOOD SERVICES MANAGER II
INSTITUTION FOOD SERVICES MANAGER III
INSTITUTION FOOD SERVICES MANAGER IV
(INSTITUTION FOOD SVCS MGR I, II, III, IV)Experience Requirements:

Except for the substitutions provided for below, applicant must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the table (in years):

Class Title	Quantity Cooking Experience	Food Service Management Experience	Total
Institution Food Services Manager I	3	0	3
Institution Food Services Manager II	3	1	4
Institution Food Services Manager III	3	2	5
Institution Food Services Manager IV	3	3	6

Quantity Cooking Experience: Responsible quantity cooking experience. Quantity cooking is defined as experience in the daily preparation and serving of meals in a restaurant, hospital, school, institution, etc. Experience of this kind may be gained as a cook or cook helper in a kitchen where large scale cooking operations are performed and a large number of meals are served daily. This experience must have included performance of several of the following tasks: checking menus and gathering sufficient raw foods for cooking purposes; estimating preparation time and starting cooking operations to meet scheduled serving times; preparing various foods such as vegetables, soups, starches, meats, gravies, breads, and desserts; cleaning and maintaining tools, equipment and work areas; storage of perishable and nonperishable foods. The experience may have also involved assisting in planning menus, keeping

fiscal records, and purchasing foods and supplies.

Food Services Management Experience: Responsible food service management experience which demonstrated a good working knowledge of the general operation of a large scale cooking facility preparing and serving a large number of meals daily. The experience must have included participation in menu planning (including participation in developing the master menu and determining the daily menu); food and supply purchasing; quantity cooking; fiscal record keeping and supervision of kitchen assistants, including cooks. Experience in food service management may be gained in commercial ventures such as restaurants, hotels, airline food services, as well as schools, hospitals and correctional institutions.

Applicants for Institution Food Services Manager III and Institution Food Services Manager IV must have had at least one (1) year of experience comparable in scope and responsibility to the next lower level in the State service.

Non-Qualifying Experience:

1. Experience which is limited to serving, cleaning, washing dishes, or experience limited to only one phase of cooking such as fry-cooking, or baking, or to other kinds of work not affording the opportunity to acquire the skills and knowledge of quantity food preparation will not be accepted as qualifying for the required quantity cooking experience.
2. Experience in a fast-food operation serving very limited and unchanging daily menu, such as chicken, hamburgers, fish, or pizza or limited to certain "ethnic" foods, regardless of the volume prepared and served, will not be accepted as qualifying for food service management experience. Such experience affords little opportunity to deviate from a very limited menu and preparation techniques, and does not provide the applicant with skills and knowledge of a variety of foods and food preparation procedures; menu planning and other knowledge and skills acquired and required in a large scale kitchen operation serving a varied menu.

Substitutions Allowed:

Substitution of Training for Experience:

1. Successful completion of a one (1) year course in a cooking curriculum in a technical school or community college which included training in nutrition, menu planning and quantity cooking may be substituted for one (1) year of Quantity Cooking experience.
2. Successful completion of a two (2) year course in a food service management or institution cafeteria management curriculum which included training in nutrition, menu planning, quantity cooking, and such courses as storeroom operations, purchasing and cost control, and food services management may be substituted for

a maximum of two (2) years of Quantity Cooking experience or one and a half (1-1/2) years of Quantity Cooking experience and a maximum of six (6) months of Food Service Management experience. In any case education may not substitute for more than six (6) months of Food Service Management experience.

3. Graduation from an accredited college or university with a major in food service systems management or in home economics or dietetics which included training in nutrition, meal management, quantity food production and service, institutional food purchasing and production; and such courses as food sanitation, design and care of equipment and facilities, organization and management and food cost accounting may be substituted for a maximum of two and a half (2-1/2) years of Quantity Cooking experience and a maximum of six (6) months of Food Services Management experience. In any case education may not substitute for more than six (6) months of Food Services Management experience.

Substitution for Excess Food Services Management Experience for Quantity Cooking Experience: Excess Food Services Management experience may be substituted for Quantity Cooking experience on a month-for-month basis to a maximum of two (2) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the classes, INSTITUTION FOOD SERVICES MANAGER I - IV, to include the mental/emotional requirement, effective May 1, 2005.

This is the first minimum qualification specifications for the classes INSTITUTION FOOD SERVICES MANAGER I, II, III, IV, effective, October 1, 1977.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
VP/Director of Human Resources