DEPARTMENT OF EDUCATION 8J.610
STATE OF HAWAI'I
CIVIL SERVICE

Class Specifications for the:

PRODUCTION SOUS CHEF

Duties Summary:

Manages daily large quantity preparation, packaging, and delivery of food items for school sites in a regional kitchen; leads staff to meet production goals while ensuring quality and safety; oversees equipment, inventory, and training; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for the day-to-day leadership of food production operations and the supervision of production cooks. Under the leadership of the Regional Kitchen Manager, the Production Sous Chef ensures fiscal accountability, quality control, and adherence to state health sanitation standards.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, trains, supervises, monitors, evaluates and participates in the food production operations and oversees and participates in large quantity cooking activities in the preparation of entrees, side dishes, and other food; meets with food production staff to review menus and service plans.

2. Ensures food and supplies are accurately ordered, received, stored and rotated to maximize freshness and minimize waste. Analyzes and maintains food cost control and inventory records.

3. Manages orders, receiving, recipes, inventory, and production records using approved software; prepares daily production reports detailing output, waste, and any issues encountered; prepares, reviews, and maintains cost/production records and reports including cost per meal.

4. Ensures kitchen cleanliness and sanitation per Department of Health standards; provides instruction and training on safe food handling and the proper operation of kitchen and culinary equipment.

5. Coordinates with maintenance staff for repairs or servicing of equipment; manages kitchen supplies to ensure tool availability; enforces safety procedures and policies to promote a safe working environment.

6. Participates in the recruitment and selection of new hires; provides orientation training; establishes work performance standards and evaluates the work performance of subordinates; recommends approval of personnel actions; and resolves conflicts between employees, providing counsel as necessary.

7. Attends and participates in meetings, workshops, and seminars; receives in-service training and continuing education; and keeps abreast of current food service trends and changes, including food safety and sanitation.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of institutional food service management; organization and direction of production kitchen operations, including large-scale preparation, packaging, and distribution of food items to finishing sites; quantity food preparation procedures; USDA child nutrition program regulations, meal pattern requirements, and dietary guidelines; Hazard Analysis Critical Control Point (HACCP) and food safety standards; health and safety regulations, and allergen management; menu planning, standardized recipe conversion, and nutritional accommodations for special dietary needs; the proper use, care, and maintenance of kitchen and culinary equipment; inventory practices and control methods, including proper storage temperature and rotation of perishable food; financial management, fiscal recordkeeping and mathematic calculations; operation of computers and assigned software; record-keeping and report preparation techniques; oral and written communication and interpersonal skills using tact, patience and courtesy; and principles and practices of supervision and staff training.

Ability to: Plan, organize, direct, and participate in daily food production operations; prepare and cook a variety of food; instruct, train, schedule, supervise, and evaluate subordinate staff in cooking and kitchen activities; estimate food and supply quantities necessary to meet menu requirements; compile information, prepare and maintain clear, concise, accurate records, reports, and files; prepare budget requests, monitor expenditures, and control costs; ensure compliance with all applicable laws, rules, regulations, policies, and health standards; foster a safe, cooperative, and inclusive work environment with staff and others; communicate effectively, both orally and in writing; learn and utilize specialized software, computer applications, and kitchen equipment; and meet the physical demands of the position, including standing for extended periods and lifting or moving heavy objects.

Minimum Qualification Requirements:

Education Requirement:

Graduation from high school or equivalent. Experience demonstrating strong verbal skills and the ability to understand and follow written English instructions may substitute for the required education. Continuous part-time or unpaid work is acceptable.

Experience Requirements: Except for the substitutions provided in this specification, applicants must have the kind, quality, and amount of progressively responsible experience described below:

Qualifying experience may be obtained in institutional, commercial, or public/private food operations serving varied menus to large populations. Acceptable environments include schools, colleges, or universities; military dining facilities, hospitals, senior living facilities, or correctional facilities; stadiums, convention centers, hotels and resorts, airline food services, or large-scale catering operations. Commercial food service experience qualifies, such as high-volume restaurants, bakery, or catering in a kitchen inspected by the Department of Health.

General Experience: Two (2) years of responsible quantity cooking and/or baking experience in a large-scale kitchen preparing and serving 100 or more meals per meal period on a daily, recurring basis. This experience must include multiple menu offerings; using standardized recipes and production records; checking menus and gathering sufficient ingredients for cooking and/or baking purposes; estimating preparation time and starting cooking or baking operations to meet scheduled serving times; preparing a variety of foods; safely using, cleaning, and maintaining tools, equipment, and work areas; properly handling and storing all food inventory according to food safety and sanitation requirements.

Specialized Experience: Six (6) years of progressively responsible food service management experience in a larger-scale kitchen operation of 1,000 or more meals per day, including direct supervision of personnel and daily operational oversight. Eligible experience involves planning, directing, and reviewing the work of chefs, cooks and/or other employees; training subordinates, advising them on difficult problems, and evaluating work performance; food and supply purchasing, receiving, storage, and inventory control; menu planning and production scheduling; fiscal management and recordkeeping; scratch cooking and compliance with food safety, sanitation, and regulatory requirements.

Non-Qualifying Experience:

1. Experience limited to serving, cleaning, dishwashing; only one phase of cooking such as fry-cooking; or other work not affording the opportunity to acquire the

skills and knowledge of quantity food preparation will not qualify for the required quantity cooking or baking experience.

2. Highly standardized quick-service food operations with limited and unchanging daily menu and little or no responsibility for menu or production planning, purchasing and inventory management, personnel management, regulatory compliance, fiscal accountability, or operational oversight do not qualify as food service management experience. Qualifying experience shall be based on the scope of responsibility, operational complexity, menu variety, and level of management authority exercised by the applicant.

Substitutions Allowed:

1. Successful completion of a substantially full-time curriculum in food services, nutrition, culinary arts, patisserie, or a related field from an accredited institution recognized by the Department may substitute for General Experience on the basis of one (1) academic semester for six (6) months of experience, up to two (2) years.

2. An Associate's degree in food services, culinary arts, or a related field from an accredited institution recognized by the Department may substitute for all General Experience and one (1) year of Specialized Experience, provided coursework included nutrition, menu planning, operations, quantity cooking, purchasing and storage of food and supplies, safety and sanitation procedures, and fiscal recordkeeping.

3. A Bachelor's degree in food service management, culinary arts, food science, human nutrition, home economics, dietetics, or a related field from an accredited institution recognized by the Department may substitute for all General Experience and two (2) years of Specialized Experience, provided coursework included institutional organization and management; quantity food production and service; equipment selection, maintenance, and layout; and purchasing and recordkeeping.

4. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required years of experience does not automatically guarantee qualification. An applicant's overall experience must reflect the necessary scope and level of responsibility to demonstrate the ability to perform the duties of the position.

License/Certification Requirements:

1. Valid license to drive in the State of Hawai‘i.

2. Manager-level food safety certification from an organization accredited by the American National Standards Institute (ANSI) or an equivalent organization as determined by the Department at the time of appointment.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations 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.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirement:

Applicants must be able to lift/carry objects weighing up to 50 pounds unassisted and 100 pounds assisted by another person and/or use of equipment (e.g., hoist or hand truck) and perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is the first specification for the new class, PRODUCTION SOUS CHEF.

DATE SIGNED: 11/09/2026

Bob Davis (Nov 9, 2026 08:33:28 HST)

Robert Davis
Interim Assistant Superintendent
Office of Talent Management

EFFECTIVE DATE: 11/1/2026