DEPARTMENT OF EDUCATION 8L.481
STATE OF HAWAI'I
EXCLUDED MANAGERIAL

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Class Specifications for the:

REGIONAL KITCHEN MANAGER

Duties Summary:

Manages the administrative aspects, business affairs, and operations of a regional kitchen through subordinate supervisors and performs other duties as assigned.

Distinguishing Characteristics:

A position in this class is a manager and second-level supervisor with full responsibility for the performance of all food service management activities in a regional kitchen. The work involves the development of long range plans, budget requests, and standards of operation; purchasing and requisitioning food, supplies, and equipment; planning menus that follow dietary guidelines and include diverse and culturally relevant meals; implementing innovative strategies to use fresh, seasonal, and sustainably grown ingredients from local farms; planning the daily operations of the regional kitchen; supervising staff; preparing operational reports; and ensuring adherence to standards of operation.

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. Manages and directs the daily regional kitchen operations; develops, implements, and monitors work plans.

2. Establishes and maintains high standards of quality control for food production and distribution; oversees the preparation of approved menus and recipes and the serving of reimbursable meals under USDA meal pattern requirements.

3. Works with the School Food Services Branch to plan menus that follow dietary guidelines and include diverse and culturally relevant meals; develops innovative strategies to ensure the use of fresh, seasonal, and sustainably grown produce, products, and ingredients from local farms.

4. Sets criteria for product selection and evaluates food items; ensures food and supplies are properly stored and rotated to ensure maximum freshness and minimize waste.

5. Develops, monitors, and reports on operating costs; manages budget and controls expenses. Analyzes and maintains food cost control and inventory records to identify improved methods for purchasing and utilizing food.

6. Exercises the full range of administrative and technical supervision for support staff. Performs overall work planning; establishes work schedules; and prioritizes, assigns, and reviews work.

7. Oversees the instruction and training of staff on safe and sanitary food handling and the safe and proper operation of kitchen and culinary equipment and appliances; coordinates the repair of broken or unsafe equipment.

8. Prepares a variety of reports and documents, including meal orders for schools, materials, and preparation records.

9. Participates in the recruitment and selection of new hires; provides orientation and 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.

10. 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; menu planning; food preparation and quantity cooking; proper standards and methods in the preparation, handling, service, and storage of food; Hazard Analysis Critical Control Points (HACCP), food safety and sanitation practices; the use, care, and safe handling of kitchen utensils, tools, and equipment, as well as cafeteria equipment and appliances; USDA Child Nutrition Programs and pertinent federal and state laws, rules, regulations, requirements, and standards governing school meals; nutrition; financial management and fiscal record keeping; report writing; and principles and practices of supervision.

Ability to: Plan, develop, and coordinate activities for a regional kitchen; instruct others in proper food service management; provide technical assistance for efficient operations, proper standards and methods; ensure compliance with all applicable federal and state laws, rules, regulations, and requirements; prepare clear and concise reports; keep abreast of new developments and trends in food service management; establish and maintain effective working relationships with others; communicate

effectively both orally and in writing; manage multiple tasks and prioritize effectively in a fast-paced environment; and utilize kitchen management software and other relevant technology.

Minimum Qualification Requirements:

Education Requirement:

Bachelor's degree or higher from an accredited institution recognized by the Hawai'i State Department of Education (Department) in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

Education Substitutions Allowed:

1. An associate's degree in food service management, culinary arts, or related field from an accredited institution recognized by the Department may substitute for two (2) years of the education requirement, provided that coursework included nutrition, menu planning, operations, quantity cooking, purchasing and storage of food and supplies, safety and sanitation procedures, and fiscal recordkeeping.
2. Successful completion of post-secondary coursework in food services, culinary arts, or related program (which included coursework mentioned above or in inventory controls or food service management) from an accredited institution recognized by the Department may substitute based on 15 semester credits or equivalent for six (6) months of the education requirement, up to two (2) years.
3. Excess Specialized Experience or other responsible administrative, professional, or analytical experience may substitute for the required degree on a year-for-year basis, provided the scope, level, and quality of work demonstrate comparable knowledge, skills, and abilities to those acquired in four (4) years of successful study leading to a baccalaureate degree.

Experience Requirements:

Except for the substitutions provided in this specification, applicants must have the kind, quality, and amount of progressively responsible experience described below or an equivalent combination of training and experience.

Specialized Experience: Five (5) years of responsible professional work experience in school or institutional food preparation; menu planning; procurement and purchasing of food, supplies, and equipment; financial management; nutrition; safety and sanitation practices; effective work organization and staff utilization; and report writing, preferably in an education program, agency, or system.

Supervisory Experience: In addition to the above, one (1) year of professional supervisory work experience, which included planning, organizing, assigning, scheduling, and directing the work of others; training; reviewing work product and providing feedback and guidance; and evaluating the work of others.

Managerial Aptitude: Applicants must demonstrate the possession of managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities to attain program objectives within time, resource, and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of management education or training courses accompanied by the application of learned principles to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience:

1. Experience managing highly standardized quick-service food operations with limited and unchanging daily menu. Such experience affords little opportunity to deviate from a limited menu and preparation techniques and does not provide the applicant with the management knowledge and skills required in a large-scale food services operation serving a varied menu.
2. Experience in a limited area of food service management, such as having primary responsibility for purchasing and supplying as a food and beverage manager.
3. Experience in a food services operation, which, although representing considerable responsibility, does not provide experience in and knowledge of all areas of food service management.

Experience Substitutions Allowed:

Possession of one (1) of the following may substitute for one (1) year of the Specialized Experience:

1. A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field from an accredited institution recognized by the Department that provided the applicant with knowledge described in the Specialized Experience above.

2. Currently registered by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).

NOTE: If a master's degree is used towards the education requirement, it may not be used again to substitute for the experience requirement.

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. A valid license to drive in the State of Hawai'i.
2. At the time of appointment, applicants must possess a valid 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.

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 Requirements:

Applicants must be able to lift/carry objects weighing up to 50 pounds unassisted and 100 pounds assisted by another person and/or 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.

This is an amendment to the minimum qualification specifications for the REGIONAL KITCHEN MANAGER, that was approved on March 18, 2026.

DATE SIGNED: 09/30/2026

Bob Davis (Sep 30, 2026 15:31:02 HST)

Robert Davis
Interim Assistant Superintendent
Office of Talent Management

EFFECTIVE DATE: 10/16/2026