

PART II

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

SCHOOL FOOD SERVICES MANAGERS I, II, III, IV AND V
(SCHOOL FOOD SERVICES MGRS I, II, III, IV AND V)

Experience Requirements:

Except for the substitutions provided for below, applicants must have had progressively responsible experience of the kind, length shown in the table below and of the nature described in the paragraphs following:

Class Title	General Exp (yrs)	Specialized Exp (yrs)*	Total (yrs)
School Food Services Mgr I	2	0	2
School Food Services Mgr II	2	1	3
School Food Services Mgr III	2	2	4
School Food Services Mgr IV	2	3	5
School Food Services Mgr V	2	4	6

*One year of General or Specialized Experience is defined as a school year with approximately 180 "teacher duty" days or approximately 38 weeks per year.

General Experience: Progressively responsible experience in the preparation of foods which included quantity cooking and participation in menu planning, fiscal recordkeeping, purchasing and storage of food and supplies (quantity cooking is defined as experience in the daily preparation and serving of meals in a restaurant, hotel, hospital, school or institution).

Specialized Experience: Food services management experience in a school or institution with responsibility for its general operation including quantity cooking, menu planning, purchasing and storage of food and supplies, fiscal recordkeeping and supervision of kitchen assistants.

Other Requirements: In addition to the General and Specialized Experience required, applicants must demonstrate the ability to read, write and understand oral and written English, follow oral and written instructions, and perform simple arithmetic. Such abilities may be demonstrated by graduation from high school or work experience which required the cited abilities.

Experience may have been gained concurrently with or separate from the required General and Specialized Experience.

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, 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 a 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 services 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 one academic semester or equivalent of a substantially full-time curriculum in an accredited university or community college in a food service program which included training in menu planning, quantity cooking, nutrition, sanitation, safety and such courses as storeroom operations, purchasing and storage of food and supplies, and food services management may be substituted for the General Experience on the basis of one academic semester for six months of experience up to a maximum of two years of the General Experience.
2. Possession of an A.S. degree in a food services curriculum in an accredited community college which included training in the management of the operation of a cafeteria including quantity cooking, menu planning, purchasing and storage of food and supplies, fiscal recordkeeping, and safety and sanitation may be substituted for two years of General Experience and one year of Specialized Experience.
3. Graduation from an accredited college or university with a major in Food Science and Human Nutrition, Home Economics or Dietetics, which included training in quantity food production and service, institutional organization and

management, equipment selection, maintenance, layout, and purchasing and recordkeeping may be substituted for two years of General Experience and two years of Specialized Experience.

Substitution of Excess Specialized Experience for General Experience: Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

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 applicant has the ability to perform the duties of the position for which applicant is being considered.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical 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. Handicaps 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 Superintendent or designee.

Mental/Emotional Requirements:

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

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service classes SCHOOL FOOD SERVICES MANAGERS I, II, III, IV and V by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005


for Gerald Okamoto
Assistant Superintendent
Office of Human Resources