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Date: September 25, 1996

To: Presidents

From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: Food Service Series - New Classification and Qualification Standards

Attached is a set of classification and qualification standards for food service positions. These classifications were incorporated into the CSU structure effective July 1, 1995, as part of the transition of the California Maritime Academy into the CSU. They are now available for use on all campuses.

These standards are based upon the civil service model but have been modified to meet the needs of the university environment. The Food Service Series include the following classification levels:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Class Title</th>
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<tbody>
<tr>
<td>0308</td>
<td>Food Service Worker I</td>
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<tr>
<td>0309</td>
<td>Food Service Worker II</td>
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<tr>
<td>0310</td>
<td>Food Service Worker I - Lead</td>
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<tr>
<td>0304</td>
<td>Cook I</td>
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<tr>
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<tr>
<td>0307</td>
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All of the above classifications are covered by Unit 5 of the CSU-CSEA Agreement.

If you have questions regarding the Food Service Series, please contact Ron Hull at (310) 985-2652 or Pamela Chapin at (310) 985-2652 in Human Resources.

JMC/pd
Attachments

Distribution:

Vice Presidents, Academic Affairs
Vice Presidents, Administration
Associate Vice Presidents/Deans, Faculty Affairs
Personnel Officers
Payroll Supervisors
Benefits Officers
Employee Relations Designees
Attached are new classification and qualification standards for the *Food Service Series (R05)*.

<table>
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The effective date for these new classification and qualification standards is July 1, 1995.

Cathy Robinson, Senior Director  
Human Resources Administration  
Human Resources
Series Overview

The food service series includes the following eight classifications:

<table>
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<tr>
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<td>Food Service Worker I</td>
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Positions within the Food Service Series are responsible for meal and menu planning; food preparation, serving, and clean up; and maintenance of food service equipment, utensils, and work areas at a designated campus dining facility for students, faculty, staff, and visitors. Incumbents at the California Maritime Academy have food service responsibility on campus, as well as aboard an Academy training ship. Lead positions have the additional responsibility for planning, organizing, and assigning work; training employees; and making recommendations to management.

Positions are allocated to classifications within the series based on the degree of complexity, difficulty, and variety of duties performed; amount of independence, originality, and discretionary decision-making authority delegated to the position; and demonstrated level of knowledge and understanding of the methods and procedures of food service activities.

Definition of Classification Levels

Food Service Worker I

Under general supervision, assists in the preparation and/or serving of foods and beverages and cleans and maintains culinary equipment and work areas in accordance with established standards.

Duties typically performed by the Food Service Worker I include routine work such as rinsing, loading, unloading dishwashing machines and storing dishes and utensils; washing and storing serving utensils, pots, and pans; preparing beverages by adding dry mixes, syrups, carbonation, water, and restocking milk and other beverage machines; serving food cafeteria style; cleaning kitchen areas, including sweeping and mopping; washing and paring fruits and
vegetables; preparing and dispensing food; relieving cooks, bakers, or meat cutters by performing routine operations, such as stirring food, greasing bake pans, and grinding meat; and assisting in food service and related work in the dining room.

**Food Service Worker II**

Under direction, the Food Service Worker II leads and assists in the preparation and serving of foods and beverages; cleans and maintains culinary equipment and work areas; and is in charge of a dining room, central pot-washing room, vegetable room, or other comparable assignment.

Duties typically performed at this level include determining the serving and portion control of food; leading and assisting in table setting, dining room preparation for meal service, maintenance and arrangement of a dining and serving area, and clean up of equipment, utensils, and work areas; maintaining uniform food-handling practices and standards of safety and sanitation; overseeing the preparation of fruits and vegetables or other food items; ordering, receiving, and overseeing storage and inventory of supplies; and keeping records and making reports.

**Food Service Worker I and II - Lead**

Food Service Workers may be appointed to lead responsibilities in addition to their regular assignments at the I or II level. When performing lead responsibilities, incumbents shall act as the liaison between other lead staff or manager and a small group of employees. They provide effective leadership to the group of employees under their direction; solve work problems, adjust priorities, and make necessary changes in duties and methods; and may assist a higher level lead or manager in personnel-related issues.

**Cook I**

Under general supervision, the Cook I assists in preparing, cooking, and dispensing food; cleaning work areas and equipment; and receiving and storing supplies.

Cooks at this level typically perform the basic tasks required to prepare, cook, bake, and dispense various food items. They may also oversee others perform duties such as slicing bread, weighing ingredients, cutting and grinding meat, and cleaning and maintaining culinary utensils, equipment, and work areas.

**Cook II**

Under general supervision, the Cook II prepares, cooks, and dispenses food items; monitors and orders supplies; and cleans and maintains culinary equipment and work areas.

The duties typically performed at this level include the more responsible and complex tasks required in preparing, cooking, and dispensing a variety of food items and beverages; cleaning and maintaining culinary utensils, equipment, and the working area (with the assistance of other staff); assigning work, providing instruction and training to other employees, and solving work problems; planning menus; inspecting personnel and working areas to assure maintenance of hygienic, safety, and sanitation standards; keeping records; and ordering, receiving, inspecting, storing, and inventorying supplies.

**Cook I - Lead**

Under general direction, assists in planning, preparing, cooking, and dispensing food; cleaning work areas and equipment; and receiving and storing supplies. Lead work includes
acting as the liaison between other lead staff or manager and a small group of employees; planning, organizing, and directing the work activities of a group of employees; solving work problems, adjusting priorities, and making appropriate adjustments in assigned duties and methods; and assisting the manager in personnel-related issues.

**Cook II - Lead**
Under general direction, plans, organizes, and supervises the preparation, cooking, and dispensing of food; oversees the maintenance of culinary equipment, supplies, and work areas; and monitors and orders supplies. Lead work includes acting as the liaison between other lead staff or manager and a small group of employees; planning, organizing, and directing the work activities of a group of employees; solving work problems, adjusting priorities, and making appropriate adjustments in duties and methods; and assisting the manager in personnel-related issues.

**Distinguishing Characteristics**

The *Food Service Worker I* is the first level in the series. Work is performed under supervision and is of a routine nature.

The *Food Service Worker II* is the second level in the series. Incumbents are assigned the more complicated and responsible tasks and work with a greater degree of independence.

The *Food Service Worker I - Lead* performs duties similar to those of the Food Service Worker I. This classification is distinguished from the Food Service Worker I classification by the additional assignment of lead responsibilities over a group of employees.

The *Food Service Worker II - Lead* performs the full scope of duties of the Food Service Worker II in addition to being assigned lead responsibilities over a group of employees. This level is distinguished from the Food Service I - Lead level by performing the more complex and responsible duties, exercising a greater degree of independence in decision making, and from the Food Services II level by the assignment of lead responsibilities.

The *Cook I* classification is the first working level within the Cook classifications. Positions in this classification work under supervision and normally perform the more routine duties required in the preparation, cooking, and dispensing of food. This may include assisting a higher level Cook in the food preparation process.

Positions within the *Cook II* classification perform the full range of duties associated with the preparation, cooking, and dispensing of food. This level is distinguished from the Cook I in that work performed is of a more complex nature requiring an increased level of knowledge and skill. The Cook II exercises a greater degree of independence in decision making.

Positions in the *Cook I - Lead* classification perform the duties of the Cook I in addition to being involved in the planning process and assigned lead responsibilities over a group of employees.

Positions in the *Cook II - Lead* classification perform duties at the Cook II level in addition to being assigned lead responsibilities over a group of employees. This level is distinguished from the Cook I - Lead by performing the more complex duties with an increased level of responsibility and exercising a greater degree of independence in decision making. The Cook II - Lead differs from the Cook II by performing the full scope of lead responsibilities over a group of employees.

Food Service Series ♦ 3
Minimum Qualifications
In addition to meeting the following minimum qualifications, candidates for food service positions at the California Maritime Academy must be eligible for documentation by the United States Coast Guard.

Positions assigned to any of the Food Service Series classifications require personal characteristics that include personal cleanliness, a good sense of smell and taste, and freedom from communicable diseases.

**Food Service Worker I**

**Knowledges and Abilities:** Working knowledge of methods of cleaning and preparing foods for cooking and storing food; proper methods of arranging dining room furniture, setting tables, and serving meals; various types of food service utensils and equipment and their uses; methods of cleaning and maintaining food service areas, utensils, and equipment; and sanitation and safety measures in food service areas. The ability to portion servings; follow directions and keep records; lift objects averaging 50 lbs. if required in the job; and read and write at a level appropriate to the duties of the position. The ability to pass a physical examination. The ability to work and maintain good relationships with others.

**Experience:** Demonstrated ability to perform the above duties and responsibilities.

**Food Service Worker II**

**Knowledges and Abilities:** Working knowledge of methods of cleaning and preparing foods for cooking and storing food; proper methods of arranging dining room furniture, setting tables, and serving meals; various types of food service utensils and equipment and their uses; methods of cleaning and maintaining food service areas, utensils, and equipment; sanitation and safety measures in food service areas; methods of cleaning and preparing foods for cooking and storing food; and operation and maintenance of various types of machinery used in pot washing, bake shop, and vegetable preparation. The ability to portion servings; follow directions and keep records; lift objects averaging 50 lbs. if required in the job; and read and write at a level appropriate to the duties of the position. The ability to pass a physical examination. The ability to work and maintain good relationships with others.

**Experience:** Equivalent to one year of experience performing the duties of a Food Service Worker I.

**OR**

Equivalent to two years of experience in the distribution and service of foods in large quantity that include the cleaning and maintaining of equipment and work areas.

**Food Service Worker I - Lead**

**Knowledges and Abilities:** In addition to the requirements listed at the Food Service Worker I level, requires the ability to lead and instruct others in appropriate methods of food handling and clean up techniques; communicate effectively; solve
work problems; adjust priorities; make necessary changes in duties and methods; and make sound decisions.

**Experience:** Demonstrated ability to perform the above duties and responsibilities.

**Food Service Worker II - Lead**

**Knowledges and Abilities:** In addition to the requirements listed at the Food Service Worker II level, requires the ability to lead and instruct others in appropriate methods of food handling and clean up techniques; communicate effectively; solve work problems; adjust priorities; make necessary changes in duties and methods; and make sound decisions.

**Experience:** Equivalent to one year of experience performing the duties of a Food Service Worker I.

**OR**

Equivalent to two years of experience in the distribution and service of foods in large quantity that include the cleaning and maintaining of equipment and work areas.

**Cook I**

**Knowledges and Abilities:** Working knowledge of kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity; and methods and procedures used in the operation, cleaning and care of utensils, equipment, and work areas. The ability to prepare and cook all food groups; follow oral and written instructions; keep records; lift an average of 50 lbs. if required in the job; and read and write at a level appropriate to the position. The ability to pass a physical examination. The ability to work and maintain good relationships with others.

**Experience:** Equivalent to one year of experience performing the duties of a Food Service Worker I.

**OR**

Equivalent to one year of experience in assisting a cook in the preparation and cooking of a varied menu.

**Cook II**

**Knowledges and Abilities:** In addition to the requirements at the Cook I level, requires working knowledge of kitchen sanitation and safety measures in the operation, cleaning and care of utensils, equipment, and work areas; food values as well as nutritional and economical substitutions within food groups; and food accounting, keeping records, and preparing reports. The ability to prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedule and prepare and follow menus, recipes, and formulas; and determine food quantities necessary for groups of varying size.

**Experience:** Equivalent to two years of experience performing the duties of a Cook I.

**OR**
Equivalent to three years of experience as a cook in one or a combination of the following: (1) Preparing meals for at least 250 persons a meal with experience at the various stations; or (2) personally preparing complete breakfasts, lunches, and dinners for approximately 50 or more persons a meal. (Short-order cooking experience is not considered qualifying.)

**Cook I - Lead**

**Knowledges and Abilities:** In addition to the requirements listed at the Cook I level, requires a working knowledge of food values as well as nutritional and economical substitutions within food groups. The ability to plan menus; lead and instruct others in appropriate methods of food handling and clean up techniques; communicate effectively; solve work problems; adjust priorities; make necessary changes in duties and methods; and make sound decisions.

**Experience:** Equivalent to two years of experience performing the duties of a Cook II.

**OR**

Equivalent to one year of experience in a lead capacity over cooks and/or food service workers in the preparation, cooking, and serving of meals for at least 250 persons a meal.

**Cook II - Lead**

**Knowledges and Abilities:** Knowledges and abilities are the same as Cook I - Lead.

**Experience:** Equivalent to one year of experience performing the duties of Cook I - Lead.

**OR**

Equivalent to two years of experience in a lead capacity over cooks and/or food service workers with the responsibility for planning and scheduling the preparation, cooking, and serving of meals for at least 250 persons a meal.