



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**

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 one-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 one-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.
4. 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/she has the ability to perform the duties of the position for which he/she is being considered.

### **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.

Agencies 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 perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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PART II  
INSTITUTION FOOD SERVICES MANAGER I, II, III, IV  
9.601, 9.602, 9.603, 9.604

Page 4

This is an amendment to the minimum qualification specifications for the classes INSTITUTION FOOD SERVICES MANAGER I, II, III, IV, which were approved on November 25, 1981.

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BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development