

City and County of San Francisco  
Carol Isen  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: July 09, 2024

Re: **Notice of Proposed Classification Actions – Final Notice No. 1 FY 2024/2025 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective July 09, 2024.

Carol Isen  
Human Resources Director

by:   
\_\_\_\_\_  
Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 1  
**Fiscal Year:** 2024/2025  
**Posted Date:** 07/02/2024  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Title
1	2620	Food Service Manager Administrator

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Food Service Manager Administrator  
Job Code: 2620**

**DEFINITION**

Under general direction, plans, organizes, and directs the activities of staff engaged in the preparation and serving of food to patients and personnel within a hospital setting.

**DISTINGUISHING FEATURES**

The 2620 Food Service Manager classification is responsible for supervising various classifications of hospital food service personnel performing a variety of culinary activities in the areas of food production, cafeteria or patient services. It is distinguished from the lower class of 2619 Senior Food Service Supervisor in that the latter oversees staffs of food service workers who perform limited and routine tasks relative to the preparation and serving of food.

**SUPERVISION EXERCISED**

Directs and supervises food service personnel.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Selects, trains, and supervises, directly and through subordinate supervisory staff, chefs, cooks and other food service personnel engaged in the daily activities of the food service department which include ordering, receiving, preparing, portioning and distributing food and supplies; initiates and/or reviews performance appraisals and disciplinary actions; schedules staff coverage of food production, cafeteria and/or patient service areas.
2. Assists with formulating menus and implements portion sizes in accordance with availability and seasonality of food, area preferences and cost; records number of meals served, types of diets, food, supply, and labor costs, cafeteria attendance and supply inventory to maintain adequate stock levels and efficient operations within the departmental budget.
3. Participates in the establishment of departmental standards, policies, and procedures regarding production, personnel, and sanitation; implements and monitors operating systems to ensure compliance with established protocols.
4. Monitors and inspects food, supplies, equipment, and work areas, including preparation, storage, and serving areas, to ensure: purchased items meet specifications upon receipt; correct procedures are followed in the preparation and serving of food; and equipment, work and storage areas are maintained in clean and sanitary condition.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: The principles and procedures of modern institutional food service operations and management including production, storage, sanitation, equipment utilization, procurement of supplies, and inventory control.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Food Service Manager Administrator  
Job Code: 2620**

Ability or Skill to: Analyze situations accurately and implement effective solutions; implement departmental policies and procedures; effectively communicate orally and in writing; direct and coordinate activities in a large dietary department; delegate and supervise the work of subordinate personnel; prepare records and reports.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of an Associate's degree from an accredited college or university.

Experience:

Three (3) years, within the last five (5) years, of verifiable supervisory and/or management experience in food service operations involving planning, preparing and serving food.

License and Certification:

Substitution:

Additional verifiable supervisory and/or management experience in food service operations involving planning, preparing and serving food may be substituted for the required degree on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one year.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

<b>ORIGINATION DATE:</b>	11/18/1985
<b>AMENDED DATE:</b>	10/22/15; 07/09/24
<b>REASON FOR AMENDMENT</b>	<i>To accurately reflect the current minimum qualifications.</i>
<b>BUSINESS UNIT(S):</b>	COMMN