

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FOOD SERVICE ADMINISTRATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions that function as the highest-level classified administrators of large or major food service programs. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

(For identification of “small,” “large” and “major” food service programs, see the Definitions section.) This classification encompasses positions functioning as the highest level administrator of a “large” non-retail food service program, or positions reporting to the unclassified Director of a University food service program and functioning as the highest level classified administrator of a multi-unit program division or a professional program support function of broad scope. As administrators, these positions develop food service program goals, policies, and operating procedures; coordinate food service operations internally and with external programs; have accountability for employee selection and training; and direct food service activities of program-wide scope.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor or management in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions in a “major” food service program that function for a majority of the time as an assistant administrator to a classified Food Service Administrator, and which are more appropriately classified as a Food Service Manager.

3. Positions that supervise food distribution activities or a food service unit a majority of the time and report to a higher level classified Food Service Manager or Administrator, and which are more appropriately classified as a Food Service Manager.
4. Positions that supervise quantity food production a majority of the time and report to a higher level classified Manager or Administrator, and are more appropriately classified as a Food Service Manager.
5. All other positions more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

For the purposes of this classification specification, “small,” “large,” and “major” food service programs are defined as follows. Size is judged based on a combination of budget size, number of employees, and operational complexity. New programs not existent at the time of this writing should be compared to the listed programs to determine the appropriate size category.

Small: The schools for the visually or hearing impaired operated by the Department of Public Instruction; Volk Field within the Department of Military Affairs; Treehaven, a remote facility operated by UW-Stevens Point; institutions within the Department of Corrections Division of Community Corrections; the Racine Youthful Offender Correctional Facility within the Department of Corrections; the super maximum security correctional facility at Boscobel within the Department of Corrections; and Old World Wisconsin within the State Historical Society.

Large: The Department of Health & Family Services institutions for mental health or the developmentally disabled; the correctional institutions within the Department of Corrections Division of Adult Institutions that produce all meals in-house utilizing inmate labor; Wales Ethan Allen and Lincoln Hills Schools; the Wisconsin Veterans Home; University of Wisconsin System housing contract food service programs; and University of Wisconsin System combined student center, restaurant, and catering food service programs.

Major: The Wisconsin Union and Division of University Housing food service programs at UW-Madison.

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There are eight types of allocations for this classification:

1. Positions that function as the highest level administrator to direct a large non-retail food service program, such as a Corrections institution or a Health and Family Services care and treatment institution, with overall responsibility for all production and distribution.
2. Positions that have agency-wide responsibility for large non-retail food services at the Department of Veterans Affairs.
3. Assistant director positions within the Wisconsin Union food service program that report directly to the unclassified food service director and are responsible for a complex division having four or more separate food distribution units.
4. Positions within the UW-Madison Division of University Housing that report directly to the unclassified Assistant Director for food services and direct either the Lakeshore or Southeast Area program areas each consisting of multiple food distribution units.

5. Positions within a large UW-System food service program that function as the assistant director reporting to the unclassified director of food services and are responsible for overseeing all food production, food distribution and customer service for an entire student contract dining services program.
6. Positions within a large UW-System food service program that function as the assistant director reporting to the unclassified director of food services and are responsible for overseeing all campus restaurant, catering and food court operations.
7. Positions within the UW-Madison Division of University Housing that report directly to the unclassified Assistant Director for food services and are responsible for one of the food service program professional support functions of Division-wide scope, such as: menu development and commissary operation; automated systems development, budget, and training; or the purchasing and warehouse operation.
8. Positions within a UW-System food service program that function as an assistant director reporting to the unclassified director of food services and have on-going responsibility for two or more food service program professional support functions that affect all campus-wide food service facilities and operations housed in them, such as: menu management system administration; point of sale administration; cost accounting and budget development; training programs; purchasing and/or warehousing operations; product research and vendor contacts; foodservice equipment specification writing; or operational assessments.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective July 2, 2000 and announced in Bulletin CLR/SC-115. Positions reallocated to this classification were previously a Food Service Administrator, or a Food Service Administrator 2. These previous classifications were abolished July 2, 2000. These actions resulted from the Food Service Occupations Survey initiated on September 11, 1997 by Bulletin CC/SC-71. This specification was modified January 6, 2008 and announced in Bulletin OSER-0177-MRS/SC to include an allocation for the Department of Veterans Affairs.

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