

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
FOOD PRODUCTION ASSISTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future food service positions responsible for leading Cooks and other food service staff.. 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

This classification encompasses positions responsible for coordinating and leading Cooks in quantity food production activities in a food service program.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions meeting 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 that perform baking work for a majority of the time, and are more appropriately classified in the Baker series.
3. Positions that do not, for a majority of the time, coordinate and lead Cooks in quantity food production and are more appropriately classified in the Cook, Baker, Food Service Assistant, or Food Retail/Catering Leader series

4. Positions that lead or direct a group of incarcerated offenders or psychiatric patients in food service activities for a majority of the time, and are more appropriately classified in the Corrections Food Service Leader series.
 5. All other positions more appropriately identified by other classification specifications.
- D. Entrance and Progression Through This Series

Entrance into this series is by competition.

II. DEFINITION

FOOD PRODUCTION ASSISTANT

Under general supervision, these positions for a majority of the time, are responsible for coordinating, training, assisting, guiding, instructing, and assigning and reviewing the work of Cooks in quantity food production activities and ensuring compliance with sanitation and food safety standards. These positions may in addition have these lead responsibilities for other permanent and non-permanent food service staff. Positions requisition supplies, food and materials, assist with menu development, make out production sheets, and keep production and/or service records as required. There are four allocations:

- 1) As leader of food production on a shift, positions are responsible on an on-going basis for coordinating and leading Cooks and other food service staff in quantity food production and related food service program activities at times when the staffing pattern does not include a supervisory position.
- 2) In a complex food service program with multiple distribution points of varying types such as restaurants, delicatessens, cafeterias and convenience food stations, positions function as the assistant to the Food Production Manager in coordinating and leading kitchen production activities.
- 3) In a complex food service program with multiple production units and multiple distribution points of varying types such as restaurants, delicatessens, cafeterias and convenience food stations, positions assist the Food Production Manager in coordinating and leading production activities and are designated as a float position to be assigned as needed on short notice among any of the multiple production units.
- 4) In a "large volume" marketplace or restaurant setting on a university campus coordinate and on occasion perform "display cooking" in front of and interacting with customers. Positions require in depth production skills and are regularly responsible for training staff, directing the set-up and service of made-to-order stations, coordinating the set-up and service of made-to-order food items, directing and participating in the set-up of service areas

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 series was created effective May 21, 2000 and announced in Bulletin CLR/SC-112, and results from the partial implementation of the Food Service Occupations Survey, initiated on September 11, 1997, and announced in Bulletin CC/SC-71. Most positions in this classification were previously classified within the Cook 1, 2, or Food Production Assistant 1, 2, 3 series abolished effective with the creation of this new Food Production Assistant classification. This classification series was modified effective November 9, 2008 and announced in Bulletin OSER-0231-MRS/SC to reflect an additional allocation.

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