

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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John Brewster
Merit Board Chair
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Executive Director

Date: January 28, 2004

Subject: Proposal for revision of the Food Service related classifications
(CCE-04-113)

This notification serves to indicate a proposed revision to the State Universities Civil Service System classification and examination plan. The System Office has prepared a draft of several new classifications for use in the Food Service occupational field. The overall objective is to provide an efficient and effective classification system that meets the needs of each university/agency. We believe that these changes will be most beneficial in addressing the recruitment, employment, and retention concerns surrounding the staff in this constantly evolving business operation.

The new Food Service classifications and series are being proposed to replace several existing series and classifications (see Page 2 for details). We have reduced and collapsed the current classifications and series into smaller, more definable series which now have distinguishable differences in duties and responsibilities. The classifications and series under review are used by CSU, COMR, ISU, EIU, NEIU, NIU (including Naperville, Lorado Taft, Rockford-CHANCE, and Hoffman Estates), SIUC, SIUE, UIC, UIC-HC, UIUC, and UI-AH.

The proposed classification specifications, details regarding pre-testing examinations and deletion of class specifications and examinations will be discussed at the February 12, 2004 meeting. An effective date, voiding registers, and availability will be distributed following the next class specification and examination review meeting.

Please contact Pulchratia L. Kinney-Smith, at 217-278-3150 or at pulchratiak@succs.state.il.us, if you have any questions or need additional information.

Food Service Consolidation

The proposed classification or series is listed at the top of each occupational area, followed by the current classifications/series that are being considered for consolidation.

Food Management I, II & III

Administrator I, Food Service
Administrator II, Food Service
Administrator III, Food Service
Administrator IV, Food Service
Cook, Head
Manager, Food Production
Manager, Assistant Food Production
Manager, Food Service
Manager, Assistant Food Service
Supervisor, Dining Room
Supervisor, Dishroom
Supervisor, Food Service Area
Supervisor, Food Service
Supervisor, Snack Bar

Kitchen Sanitation I and II

Laborer, Food Service
Laborer, Kitchen
Laborer, Kitchen-Stores
Operator, Potwashing Machine
Porter, Dish

Chef

Chef, Executive
Chef, Pastry
Chef, Assistant Pastry
Chef, Food Service

Food Preparation I, II, III & IV

Assistant, Foods Laboratory
Attendant, Snack Bar
Baker I
Baker II
Baker III
Baker IV
Cook
Cook, First
Cook, Grill
Cook, Second
Cook, Test Kitchen
Helper, Cook's
Helper, Kitchen
Worker I, Food Service
Worker II, Food Service
Worker III, Food Service
Worker IV, Food Service

Catering Supervisor

Advisor, Catering
Supervisor, Catering