This classification performs duties related to the coordination, preparation and delivery of food and dining services to University students, staff, faculty, and the general public. Incumbents are responsible for the application of established standards, policies and procedures to ensure the delivery of safe and cost effective food and beverages.

- **Career Level 1** incumbents spend a majority of time on tasks requiring substantially similar knowledge and skill in assigned area.

- **Career Level 2** work is primarily routine in nature with specific goals and objectives, but incumbents will frequently adapt standard processes and practices as necessary to achieve daily operating objectives.

- **Career Level 3** incumbents perform tasks that are diverse, requiring knowledge and skill in a variety of areas.

TYPICAL CLASS RESPONSIBILITIES

(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Prepares and cooks foods for large groups of people according to specified menus and/or for individuals requiring special diets; Practices safe food handling and sanitation techniques.

2. Picks-up and delivers food and/or equipment.

3. Records activities.

4. Acts as cashier, wait staff and/or bartender.

5. Prioritizes, schedules, and assigns work to assigned staff; monitors the performance of assigned staff; and trains staff on work methods and procedures.

6. Performs other duties of a similar nature or level.
# UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

## FOOD SERVICES TECHNICIAN

### LEVEL OF DECISIONS

<p>| |</p>
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<tr>
<td>Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.</td>
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<tr>
<td>Determines how and when assigned responsibilities and tasks will be performed. Incumbents typically prioritize tasks on a daily basis, and will evaluate priorities between several tasks based on level of importance. Incumbents may exercise considerable latitude when customizing food and beverage options, but may only do so within the formal guidelines set at higher levels.</td>
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### DIRECTION RECEIVED

- **Career Level 1** incumbents work under direct supervision, and may be assigned to work with more experienced staff; follows clearly defined operating procedures to achieve specific objectives.
- **Career Level 2** incumbents work under minimal supervision with general guidance on project priorities; has some autonomy when performing standardized work tasks.
- **Career Level 3** incumbents work under general supervision with general guidance on work priorities; has considerable autonomy when performing standardized work tasks.

### DIRECTION PROVIDED

- **Career Level 1 and 2** incumbents may assign/delegate work assignments to student workers; May troubleshoot problems and issues commensurate with relevant experience.
- **Career Level 3** incumbents may delegate/coordinate work assignments and smaller projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May encourage teamwork and group efforts; May troubleshoot problems and issues of a more complex nature requiring significant knowledge of relevant policies, practices and rules.

### TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:
TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

Incumbents assigned to **Career Level 1** may be responsible for:

In addition to the Assistant classification responsibilities:

- Preparing a variety of standard and non-standard menu items.
- Preparing and maintaining standard menu items and salad bars by following established recipes.
- Decorating, packaging, and delivering baked goods.
- Serving food and beverages to patrons.
- Cleaning and sanitizing food preparation and serving areas.
- Stocking food ingredients and paper products; identifying ordering needs.
- Coordinating and/or participating in the setting up and tearing down of dining facilities and events in accordance with University needs.
- Recording information relating to food production and usage, inventories, equipment, safety and sanitation, etc.

Incumbents assigned to **Career Level 2** may be responsible for:

In addition to the CL1 level responsibilities:

- Preparing complex menu items.
- Measuring, baking, and delivering baked goods for sale and consumption.
- Using complex food service equipment.
- Maintaining records of food and equipment inventories.
- Determining and ordering groceries and related supplies.
- Updating purchasing systems.
- Coordinating food service activities to have meals and venues prepared at scheduled times.

Incumbents assigned to **Career Level 3** may be responsible for:

In addition to the CL2 level:

- Organizing and coordinating daily priorities for a given unit.
- Performing more highly skilled complex cooking and baking.
- Performing highly advanced culinary tasks.
- Preparing long-term menu schedules and recommending resource allocations.
- Developing menu items and modifying existing items.
- Estimating food needs from previous records and attendance estimates.
- Inspecting equipment and recommending repair and/or replacement.
Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.

- **Career Level 1**: High school diploma or equivalent (G.E.D.) AND sufficient experience, including one year food preparation experience.

- **Career Level 2**: High school diploma or equivalent (G.E.D.) and some culinary arts training AND sufficient food preparation experience or culinary arts training.

- **Career Level 3**: High school diploma or equivalent (G.E.D.) and 6 months of specialized training in the culinary arts AND sufficient additional experience, including demonstrated culinary expertise.

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. Additional qualifying experience may substitute for the education required of the assigned position.

**LICENSING REQUIREMENTS**

Incumbents in this class may require appropriate licensure in the areas below if the incumbent performs duties requiring such licensure:

- Valid Maine driver’s license

**KNOWLEDGE REQUIREMENTS**

Classification knowledge requirements:

- Customer service principles;
- Safe food handling, preparation, and storage practices and principles;
- Nutrition and menu planning;
- Records maintenance;
- Food service equipment;
- Cleaning and sanitizing practices.

**SKILL REQUIREMENTS**

Classification skill requirements:

- Providing exemplary customer service;
- Prioritizing and organizing the work assigned;
- Preparing and cooking food for large populations, small groups, and individuals;
- Performing work in a safe manner;
- Handling and storing food;
- Recording information;
- Preparing and maintaining records and logs;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
### UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

#### FOOD SERVICES TECHNICIAN

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<th>PHYSICAL REQUIREMENTS</th>
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<tr>
<td>Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.</td>
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<tr>
<td>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</td>
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<td>Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, and intense noises.</td>
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The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.