



WEST KAUAI MEDICAL CENTER – MAHELONA MEDICAL CENTER
KAUAI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL
HUMAN RESOURCES KAUAI REGION P. O. BOX 337 WAIMEA, HI 96796

12/29/09

ANTICIPATED VACANCY 01/11/10

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 12/29/09
JOB TITLE: INSTITUTION FOOD SERVICES MGR II
RECRUITMENT NO.: KAUAI 023-09 (Permanent: Full-Time)
JOB LOCATION: KAUAI VETERANS MEMORIAL HOSPITAL, Waimea, Kauai, Hawaii
SALARY RANGE: \$3834 per month (F108, BU02)

Per the collective bargaining agreement as negotiated with HGEA, the salary amount will be 5% less than the posted salary schedule rate as of September 30, 2009.

FUNCTION:

Position manages the daily operations of hospital kitchen, plans organizes, directs and coordinates work of cooks and kitchen helpers; checks menus and orders all food necessary for cooking and serving. Other related duties as assigned.

QUALIFICATION PREFERENCE OF THE POSITION

Quantity Cooking Experience Requirement: Three (3) years responsible quantity cooking experience. Quantity cooking is defined as experience in the daily preparation and serving of meals in a restaurant, hospital, school, institution, etc. Experience of this kind may be gained as a cook or cook helper in a kitchen where large scale cooking operations are performed and a large number of meals are served daily. This experience must have included performance of several of the following tasks: checking menus and gathering sufficient raw foods for cooking purposes; estimating preparation time and starting cooking operations to meet scheduled serving times; preparing various foods such as vegetables, soups, starches, meats, gravies, breads, and desserts; cleaning and maintaining tools, equipment and work areas; storage of perishable and nonperishable foods. The experience may have also involved assisting in planning menus, keeping fiscal records, and purchasing foods and supplies.

Food Services Management Experience Requirement: One (1) year responsible food service management experience which demonstrated a good working knowledge of the general operation of a large scale cooking facility preparing and serving a large number of meals daily. The experience must have included participation in menu planning (including participation in developing the master menu and determining the daily menu); food and supply purchasing; quantity cooking; fiscal record keeping and supervision of kitchen assistants, including cooks. Experience in food service management may be gained in commercial ventures such as restaurants, hotels, airline food services, as well as schools, hospitals and correctional institutions.

Non-Qualifying Experience:

1. Experience which is limited to serving, cleaning, washing dishes, or experience limited to only one phase of cooking such as fry-cooking, or baking, or to other kinds of work not affording the opportunity to acquire the skills and knowledge of quantity food preparation will not be accepted as qualifying for the required quantity cooking experience.
2. Experience in a fast-food operation serving very limited and unchanging daily menu, such as chicken, hamburgers, fish, or pizza or limited to certain "ethnic" foods, regardless of the volume prepared and served, will not be accepted as qualifying for food service management experience. Such experience affords little opportunity to deviate from a very limited menu and preparation techniques, and does not provide the applicant with skills and knowledge of a variety of foods and food

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preparation procedures; menu planning and other knowledge and skills acquired and required in a large scale kitchen operation serving a varied menu.

Substitution of Training for Experience:

(1) Successful completion of a one (1) year course in a cooking curriculum in a technical school or community college which included training in nutrition, menu planning and quantity cooking may be substituted for one (1) year of Quantity Cooking experience.

(2) Successful completion of a two (2) year course in a food service management or institution cafeteria management curriculum which included training in nutrition, menu planning, quantity cooking, and such courses as storeroom operations, purchasing and cost control, and food services management may be substituted for a maximum of two (2) years of Quantity Cooking experience or one and a half (1-1/2) years of Quantity Cooking experience and a maximum of six (6) months of Food Service Management experience. In any case education may not substitute for more than six (6) months of Food Service Management experience.

(3) Graduation from an accredited college or university with a major in food service systems management or in home economics or dietetics which included training in nutrition, meal management, quantity food production and service, institutional food purchasing and production; and such courses as food sanitation, design and care of equipment and facilities, organization and management and food cost accounting may be substituted for a maximum of two and a half (2-1/2) years of Quantity Cooking experience and a maximum of six (6) months of Food Services Management experience. In any case education may not substitute for more than six (6) months of Food Services Management experience.

Substitution for Excess Food Services Management Experience for Quantity Cooking Experience: Excess Food Services Management experience may be substituted for Quantity Cooking experience on a month-for-month basis to a maximum of two (2) years.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Vision Requirements

- Accommodation: ability to adjust vision to bring objects into focus.

Tools, Equipment & Machines

- Personal computers & associated software
- Common office equipment (typewriter, photocopier, facsimile, adding machines)

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment will be required to become a Hawaii resident within a reasonable time from hire.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Kauai Veterans Memorial Hospital;** Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at Samuel Mahelona Memorial Hospital, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 338-9426, e-mail: kauajobs@hhsc.org or visit our website at www.kvmh.hhsc.org . Application hours are: M-F 7:30 a.m. to 4:00 p.m., excluding holidays, at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.