

## **FOOD SERVICE SUPERVISOR**

**DINSTINGUISHING FEATURES OF THE CLASS:** This work involves the direction of, as well as the participation in, the preparation, and serving of food and may involve simple cooking. This class of position may be used in three ways - directing a small food preparation and service program which may include cooking; directing one or more major functional areas in a large food preparation service and cooking program; or as a substitute in the absence of a Senior or Principal Food Service Supervisor. The work is performed according to standard procedures and under general supervision of a higher level food service supervisor or school lunch director. Direct supervision is exercised over a number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and participates in the preparation, serving and, as appropriate, the cooking of food; Requisitions, inventories, and directs and assists in the storage and care of food, supplies, and equipment;

Oversees and participates in the cleaning of the kitchen, equipment, dishes, utensils, etc.;

Operates various kitchen appliances such as slicers, mixers, dishwashers, etc.;

Keeps records of employees' time, food received and used, etc.;

Plans work schedules and trains and evaluates personnel;

Directs and assists in the work of cashiers and maintains cash records;

Participates in and may conduct staff meetings and in-service training;

Discusses program with administrators, users and interested parties;

May assist in the planning of menus;

May warm and cook food, prepare vegetables, salads and sandwiches and improvise on established menus;

May, in the absence of a higher level food service supervisor, assume the duties and responsibilities of such position.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of institution or public food preparation and serving techniques; working knowledge of food storage and cooking techniques; working knowledge of storage and care of dishes, glassware, silverware, and cooking utensils; working knowledge of supervisory techniques; working knowledge of the practices and principles of nutrition and menu planning; ability to plan, organize, and direct a time scheduled program; ability to use supplies, equipment and foods efficiently and economically; ability to understand and carry out oral and written directions; ability to maintain records and make reports.

**MINIMUM QUALIFICATIONS:** One (1) year of experience either in the preparation and service or cooking of food in a public or institutional dining facility which included work direction of other employees.