

## **PRINCIPAL FOOD SERVICE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult work involving the management and direction of the preparation, heating and serving of food in multiple service areas on multiple lunch schedules to a large student body. Incumbents may supervise the cooking of food. The work is performed under general supervision of a school lunch director or school administrator. Supervision is exercised over a large number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the preparation, serving, and, as appropriate, the cooking or heating of food;  
Assists in planning menus and improvises on established menus;  
Requisitions and supervises the inventory, storage and care of food, supplies and equipment;  
Supervises the cleaning of the kitchen, equipment, dishes, utensils, etc.;  
Coordinates the recording of employees' time, food received and used, etc.;  
Plans work schedules and trains and evaluates personnel;  
Participates in and may conduct staff meetings on personnel matters, special functions and in-service training;  
Discusses school lunch program and techniques with principals, teachers, parents and students;  
May direct the operation of various kitchen appliances such as slicers, peelers, electric mixers, dishwashers, etc.;  
May coordinate the work of cashiers and the maintenance of cash records;  
May assist in drawing up specifications for equipment changes or additions.

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

Thorough knowledge of large-scale food storage, preparation, cooking or heating and serving techniques; good knowledge of supervisory techniques; working knowledge of the practices and principles of menu planning; working knowledge of modern cooking utensils, appliances and equipment; ability to plan, organize and direct a complex time-scheduled, multi-phased work 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:** Four (4) years of food preparation and service experience, in a public or institutional dining facility, which involved the direction of a number of assistants in day-to-day operations, or two (2) years of food preparation and service experience in a supervisory capacity in a school lunch program.

**PROMOTION:** One (1) year of permanent competitive class or two (2) years of permanent non-competitive class experience as a Senior Food Service Supervisor.