**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.

R.C.D.P. (10.07.1991) 11.12.2015 - Job specification may be subject to further revision Competitive