

## **SENIOR FOOD SERVICE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult work involving the supervision and direction of, as well as participation in, the preparation, serving and cooking of food for a moderate size student body, generally in a secondary school lunch program, using more than one lunch schedule and likely involving more than one service area. The work is performed under general supervision of a higher level food service supervisor or school lunch director. Direct supervision is exercised over a moderate number of employees, which includes food service helpers, school lunch cashiers and may include cooks. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and participates in the preparation, serving, and as appropriate, the cooking of food;

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

Requisitions, inventories and directs the storage and care of food, supplies and equipment;

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

Oversees and operates various kitchen appliances such as slicers, mixers, dishwashers, etc.;

Maintains employee attendance records, records of food delivered and used, etc;

Plans work schedules, trains staff and evaluates performance;

Participates in and conducts staff meetings;

Discusses school lunch program and techniques with principals, teachers, parents and students;

May recommend menu changes;

May warm and cook foods to improvise on established menus.

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

Good knowledge of food storage, preparation, cooking and serving techniques; good knowledge of supervisory techniques; working knowledge of modern cooking utensils, appliances and equipment; ability to plan, organize and direct a moderately complex, 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:** Two (2) years of either food preparation and service or cooking experience, in a public or institutional dining facility, which involved the direction of several or more food service personnel in day-to-day operations, or one (1) year of food preparation and service experience in a supervisory capacity in a school lunch program.

**NOTE:** A Bachelor's degree or higher in Food Systems Management or related field shall be deemed fully qualifying. Related degree fields will be subject to a review of program transcripts and evaluated on a case-by-case-basis.

**PROMOTION:** Two (2) employment years of experience as a Food Service Supervisor.