

FOOD SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a Cook (School District), Cook – Manager, School Lunch Manager or School Food Service Director, the incumbent is responsible for overseeing and participating in the direct service of food, including Type A and a la carte meals to both children and adults, within a school cafeteria. Oversight is exercised over subordinate food service workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and participates in the assembling and serving of school meals;

Oversees the cleaning and maintenance of kitchen and cafeteria areas; food storage areas;

Maintains and checks food items in inventory;

Prepares and submits food-stuff and supply orders;

Depending on school district may serve as cashier and maintain record of cash transactions;

Depending on school district, may maintain employee time records;

Depending on school district, may prepare employee work schedules;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the care and serving of food and the care of related kitchen equipment; familiarity with the nutritional value of foods; ability to oversee the work of others; ability to keep simple records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written directions; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in food service work; or (b) possession of an Associate's degree* with specialization in foods, nutrition and institutional food management; or (c) six years of experience in food service work.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.