

**Victor School – Starting rate \$15.78/ hr.**

FOOD SERVICE SUPERVISOR

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from high school, or higher, or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in food preparation\*; OR
2. Graduation from a post-secondary vocational/technical institute with a certificate in culinary arts, food service/preparation, or a closely related field; OR
3. An equivalent combination of education and experience as defined in (1) and (2) above.

\* NOTE: Experience in a fast food establishment, in which food is quickly prepared and served, does not qualify unless the position held was Assistant Manager or higher.

DISTINGUISHING FEATURES OF THE CLASS: This is a mid-level supervisory position involving responsibility for the serving of food to students and school staff. Oversight over the work of food service employees is a responsibility of the position. Supervision is received from the School Lunch Manager with leeway allowed for the planning and details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees food service employees in the preparation and service of meals;  
Confers with superior in portion control and menu cost;  
Requisitions kitchen prepared food and other supplies from the stockroom;  
Keeps records of meals served and other related data;  
Performs cashier duties, receives cash for sales, and keeps accounting records;  
Trains food service employees in cleaning, food preparation and other food service activities;  
Assists in the preparation of menus, work schedules and special diets.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of food service preparation, handling, and related activities; ability to keep simple records and make reports; ability to understand oral and written directions; ability to organize and oversee the work of others; ability to get along well with others; resourcefulness; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 14, 1981

REVISED: JUNE 15, 2023

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE