

**Victor School vacancy:  
Starting rate: \$16.98/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