

SCHOOL LUNCH SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the School Lunch Director, this position oversees the efficient and economical operation of a school district's food service program. This position differs from that of the School Lunch Director who has responsibility for multiple districts; the Cook Managers oversees one kitchen and the School Lunch Supervisor oversees multiple kitchens in one district. Although this position is employed by BOCES and not employed by the individual district, general oversight and direction is exercised over the work of one or more of the school district's Cook Managers and other food service program personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and oversees the preparation and service of meals served in the district's food service program;
Ensures approved standards of sanitation, health, and safety;
Monitors the storage and care of foods and supplies for the district;
Oversees the distribution of supplies, the maintenance of inventories and related records;
Monitors the collection of and accounting for cash receipts;
Participates in the selection process regarding staff assignments and provides input for performance evaluations;
Reviews records relating to program activities, including personnel, supplies and equipment;
Submits requisitions for foods, supplies, and equipment; places orders with vendors using bids provided by Director;
Interacts with students, other personnel and the public.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and methods of food preparation and service, and of kitchen management;
Good knowledge of health and safety hazards in large-scale food preparation and service;
Working knowledge of New York State codes and regulations which apply to the operation of a large scale large scale food service system;
Ability to prepare review records for detail and accuracy;
Ability to plan and review the work of others;
Ability to articulate ideas and information effectively;
Ability to deal effectively with people;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain cooperative working relationships;
Ability to perform clerical operations with numbers and letters;
Ability to perform common office record-keeping tasks;
Ability to operate a computer terminal and other related office equipment;
Initiative;

Tact and good judgment;
Courtesy;
Resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in foods, nutrition, institution management or closely related field and one year of experience in institution management, hotel administration, restaurant management, or in institutional or large-scale food preparation; OR
- B) Three years of experience in institution management, hotel administration, or restaurant management, or in institutional or large-scale food preparation; OR
- C) An equivalent combination of training and experience as indicated between the limits of A), and B) above.

NOTE: Education beyond an Associate's degree in the specified fields can be used to meet the experience requirement; thirty credit hours equates to one year of experience.