

## FOOD SERVICE FIELD SUPERVISOR

Code No. 5-01-037  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory food service field work position involving responsibility for overseeing the efficient and safe operation of large-scale central kitchens and school cafeterias. The employee ensures State and Federal regulations are met and adhered to by visiting schools and reviewing and auditing food service practices. Duties also include facilitating cafeteria operations by ensuring prompt delivery of foodstuffs and supplies by vendors, training new cafeteria managers, and expediting delivery of prepared meals to schools in a safe manner. The employee reports directly to, and works under the general supervision of, the Assistant Director of School Food Services, Director of School Food Services or other higher-level staff member. General supervision is exercised over the work of Cafeteria Managers, Cook Managers, and other food service personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Enforces school district and Food Service Department rules, regulations, policies, and procedures by direct observation through frequent visits;

Inspects central kitchens daily to expedite preparation and prompt shipment of meals from kitchens to school cafeterias;

Assists with the supervision of food service staff by investigating complaints and incidents, and conducting annual performance evaluations;

Frequently inspects kitchen and food serving facilities to ensure proper operation and maintenance of equipment, compliance with safety and sanitation procedures, compliance with established procedures regarding scheduling, proper timekeeping and cash receipts and expenditures;

Makes recommendations for improvements and/or takes immediate corrective action,

Implements the policies established for the school food service program by the United States Department of Agriculture, the State Education Department and the School District;

Trains and orients newly appointed food service managers;

Participates on committees to plan menus for central kitchens;

Consolidates individual school orders for foodstuffs and supplies into one order;

Assumes duties of Cafeteria or Cook Managers as needed;

Assists food service staff in schools as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of State and Federal regulations governing the

provision of food service programs in school districts; good knowledge of school district policies and procedures relating to food service programs; good knowledge of the fundamentals of nutrition and their application to a school food services program; good knowledge of the principles and practices of large quantity food preparation, including menu planning, purchasing, sanitary food handling and storage, promoting, service, and merchandising; good knowledge of proper sanitary practices and regulations; good knowledge of equipment operation, maintenance, and safety; ability to communicate effectively, both orally and in writing; ability to supervise the work of others at more than one location; ability to conduct performance evaluations and develop written reports on staff performance; ability to train staff; ability to deal effectively with vendors, cafeteria personnel, and the public; ability to substitute in any food service position; ability to travel from one school to another on a frequent basis; ability to effectively represent the District's food service program; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Food Service Administration, Food Service Management, Dietetics, Nutrition, Restaurant Management, Hospitality Management, Hotel/Motel Management or a closely related field, plus two (2) years of paid full-time or its part-time equivalent work experience involving food administration, nutrition, dietetics, or food preparation, one (1) year of which must have included managing a cafeteria or food service establishment including the supervision of staff; OR,
- (B) Fours (4) years experience as described in (A) above, one (1) year of which must have included managing a cafeteria or food service establishment including the supervision of staff; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** May 4, 2006