



EDUCATION-SCHOOL FOOD SERVICES, SUPERVISOR III

CHARACTERISTICS OF WORK:

This is professional work in providing consultative and supervisory services for a specialized phase of a statewide School Food Service Program and special non-school food programs. This position also provides technical assistance and support to local agencies and institutions in the operation of the Child and Adult Care Food Program and Summer Food Service Program. The work involves conferences with school officials, school food service supervisors, managers, and other food service employees. These programs are directed in conformance with policies defined by state law, federal regulations, FNS Instructions, and policies of the State Board of Education. The work is performed under the general supervision of an Assistant Director, Education Programs or a higher classification.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Experience:

One (1) year of experience as a Supervisor II, School Food Services.

OR

Education:

A Master's Degree from an accredited four-year college or university in Home Economics, Food and Nutrition, Dietetics, Hotel and Restaurant Administration, or a related field;

AND

Experience:

Three (3) years of experience as a home economics teacher, or in food service management, community nutrition or public health programs, or food service operations.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Home Economics, Food and Nutrition, Dietetics, Hotel and Restaurant Administration, or a related field.

AND

Experience:

Four (4) years of experience as a home economics teacher, or in food service management, community nutrition or public health programs, or food service operations.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public), agency personnel (e.g., personnel inside agency, outside agency, other states' agency personnel,), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Interacts professionally both over the telephone and in person with all types of people under a wide array of stressful and working relationships.

Program Consultation: Provides technical assistance and training for school food service and/or child care personnel, school administrators, and other school support staff.

Conducts or assists in conducting demonstrations of menu planning, food preparation, storage, and the utilization and placement of equipment. Plans and conducts training programs for food service personnel in the various aspects of food management, including purchasing, nutritional values, menu planning, and the storage and preparation of food. Confers with and advises school officials and non-school officials on the steps and procedures for school lunch, breakfast, special milk, summer food services, special supplements and child care food programs.

Program Accountability: Ensures compliance with all local, state, and federal laws, regulations, and policies.

Conducts administrative review. Confers with and advises school officials on the steps and procedures necessary to meet state and federal standards. Supervises the maintenance and preparation of records and reports necessary to the efficient functioning of the programs. Supervises food service personnel in proper care and utilization of USDA Commodity Foods and funds. Assists school officials with accreditation evaluations.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Reviews food service programs and applications for existing and new programs.
2. Serves as a consultant to local program directors and staff.
3. Plans and conducts training programs for food service personnel.
4. Supports administrative activities related to program management.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Conducts administrative review.

Confers with and advises school officials on the steps and procedures necessary to meet state and federal standards.

Conducts or assists in conducting demonstrations of menu planning, food preparation, storage, and the utilization and placement of equipment.

Plans and conducts training programs for food service personnel in the various aspects of food management, including purchasing, nutritional values, menu planning, and the storage and preparation of food.

Supervises the maintenance and preparation of records and reports necessary to the efficient functioning of the programs.

Supervises school cafeteria personnel and/or child care personnel in proper care and utilization of USDA Commodity Foods and funds.

Confers with and advises school officials and non-school officials on the steps and procedures for school lunch, breakfast, special milk, summer food services, special supplements, and child care food programs.

Consults with architects and mechanical engineers on buildings and equipment and layout and design of food services facilities.

Assists school officials with accreditation evaluations.

Works with professional and civic groups.

Travels frequently in own vehicle with overnight stays.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.