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Class Specifications for the Class:SCHOOL LUNCH SERVICES SUPERVISORDuties Summary:

Supervises public school cafeteria operations in an assigned district; assists in determining needs and promoting the state's school lunch program; and performs other duties as required.

Distinguishing Characteristics:

This class differs from the class School Lunch Program Director in that the School Lunch Services Supervisors (1) oversees public school cafeteria operations in an assigned district involving supervising cafeteria managers in proper standards and methods in menu planning, food preparation, serving, purchasing and other cafeteria operations, checking cafeteria operations for compliance with federal and State school lunch standards, policies and procedures, and coordinating school lunch service equipment, supply and personnel needs in an assigned district; and (2) assists the School Lunch Program Director in planning and promoting the State's school lunch program by estimating program needs in an assigned district, participating in the in-service training of cafeteria managers, and preparing cafeteria guides and other materials; the School Lunch Program Director plans, organizes, coordinates and directs the State's public school lunch program, including establishing school lunch standards, preparing the school lunch program budget, overseeing State participation in federal school lunch aid programs, allotting federal food commodities to public and private schools and institutions, conducting the in-service training of cafeteria managers, and directing the supervision of public school cafeteria managers for efficient cafeteria operations and compliance with standards, policies and procedures.

This class differs from classes in the Cafeteria Managing series in that the School Lunch Services Supervisor: (1) oversees public school cafeteria operations in an assigned district involving supervising cafeteria managers in efficient operations, checking for compliance with school lunch standards and other requirements, estimating and coordinating school lunch service needs; and (2) assists in the in-service training of cafeteria managers and the preparation of cafeteria guides and other materials; classes in the Cafeteria Managing series conduct lunch service in public schools and manage school cafeterias involving menu planning, purchasing food and supplies, recordkeeping, and supervising food preparation, serving, storage and cleaning.

Examples of Duties:

Visits public schools in an assigned district and supervises cafeteria managers for effective and efficient cafeteria operations; reviews and instructs on school lunch menus for the maintenance of well-balanced lunches; reviews and directs improvements in methods of food preparation and serving, storage, purchasing and other operations; instructs on cleaning methods, hygiene and safe kitchen practices; checks cafeteria records and reports and explains pertinent policies and procedures; inspects public and private schools and institutions for the proper use and storage of federal food commodities; reports on the maintenance of lunch standards by public schools; recommends the transfer and placement of school lunch personnel, and encourages cafeteria managers to obtain further training; reviews cafeteria equipment and supply needs of schools in an assigned district; recommends and effectuates the transfer of cafeteria equipment between schools; participates in the in-service training of cafeteria managers; reviews and acts on reports prepared by cafeteria managers; prepares summary reports of cafeteria operations in an assigned district, and reports on work activities; prepares printed guides and other instructional and informational materials relative to the school lunch program; participates in the review of plans for remodeling and building school cafeterias; discusses the school lunch program with school officials, interested groups and individuals.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class SCHOOL LUNCH SERVICES SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED:           OCT 23 2006          

EFFECTIVE DATE:           JUL - 1 2005          

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources