

Date: _____
Candidate: _____
Interviewer: _____

**Food Service Supervisor Interview Questions
(School District)**

1. Take a moment and summarize your educational background and how it prepared you for this food service supervisor position.
2. How have you updated your skills and improved your knowledge to make you a better food service supervisor? Please include any licenses or memberships you have that relate to the supervisor position.
3. Have the programs you were responsible for been self-supporting? Please explain how you were able to or how you would accomplish that – include alternative revenue sources or cost savings measures.
4. Now for a really tough technical question: You have a bowl of M & M's in front of you – how would you eat them?
5. With the Reauthorization of School Lunch Act, what do you see as the biggest changes or challenges for a school food service department and do you feel they have had a positive or negative impact on school lunch programs?
6. Which of the 4 menu planning systems have you used? Do you have a preference and if so, why? (Traditional Food Based, Enhanced Food Based, Nutrient Standard, or Assisted Nutrient Standard)
7. Our district is scheduled to have a Coordinated Review Effort (CRE) and Nutrition Review by the State next year. Have you been through a State review as the person in charge? Please elaborate on the process and the outcome.
8. Our districts HACCP plans need to be completed and employees will need to be trained for next school year. We have 14 kitchens and the plan will differ a little at each one based on their individual operation. Have you written HACCP plans for other operations and if so, how recent and how would you implement the new HACCP (hazard analysis of critical control points) requirements?
9. Have you had the opportunity to participate in writing a Local Wellness Policy this year? What ideas, suggestions or feelings do you have regarding the requirement of a Local Wellness Policy?
10. Please briefly explain how you would approach the management and projection of capital project needs within the food service department. Include your experience with written invitations to bid and bid spec preparation for a sealed bid situation. Also, when

replacing commercial kitchen equipment, what types of considerations must be made before and after the purchase is made?

11. Have you been responsible for completing the Food Service Year-End Report that is submitted to the State in July in its entirety? What areas do you feel are the most difficult to complete?
12. When figuring schedules and staffing by building, what tools or information would you use to determine if the levels were appropriate? (i.e. meals per labor hour, participation)
13. Now we have a hypothetical question for you: At the beginning of the school year, a parent who has a new kindergarten child at one of our schools calls regarding his/her child who is allergic to wheat. The allergy is severe, but he/she would like his/her child to have the same opportunity to eat school lunch as the other kids. He/She needs to know what ingredients are in all of the items you serve at that building. How would you handle this parent?
14. Now another hypothetical question: A parent calls the second week of school and is irate. He/She filled out an application for free meals the first day of school and his/her child is being charged for lunch. He/She does not have the money to give him for lunch and demands to know why his/her application has not been approved. How would you handle this parent?
15. With this question, we are going to ask you to briefly describe your expertise in several areas:
 - A. Developing job descriptions
 - B. Developing work schedules
 - C. Administering employee evaluations
 - D. Enforcing work rules
 - E. Employee discipline
16. Describe your leadership style by giving us some examples of how you work with the staff you supervise, building administrators, central office administrators, and outside vendors.
17. Describe a challenging problem you faced related to an internal staff conflict and tell us how you resolved it. What was the outcome? What did you learn from this experience?
18. In this position with (School District), you would be responsible for keeping a POS system up and running at 14 buildings. Please comment on your relevant experience – including how comfortable you are using technology. Describe the work you have produced using the computer.

19. Tell us about your approach to making changes in existing programs, procedures, and practices.
20. Please tell us how you would plan and deliver professional development and training opportunities to the food service staff.
21. How do you stay abreast and informed of new State or federal guidelines, regulations or laws pertaining to food service in the K-12 educational environment? Further, how would you work with the local health department?
22. Why do you want to leave your current position to become the food service supervisor at (School District)?
23. Do you have any questions for us?
24. We have asked a variety of questions to help us gauge how you would operate as a food service supervisor. What else, if anything, should we know about you as we make our decision?

Thank-you for your interest in working for the (School District). Then review timeline for next steps.

Candidate Rating:

	Confidence	Expression	Experience	Knowledge	Motivation	Personality
5	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
1	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____

TOTAL _____

- _____ Candidate is recommended.
- _____ Candidate is not recommended, but should be considered again.
- _____ Candidate should not be considered for this position.