

Date: _____

Candidate Name: _____

INTERVIEW QUESTIONS FOR FOOD SERVICE SUPERVISOR

1. Tell us why you have applied for this position?
2. List some qualities you feel are extremely important as a supervisor and describe what experience you have supervising others.
3. Our Food Service Program is self-supporting. Explain how you would continue to accomplish this. Include any cost savings measures you would use.
4. If selected for this position, describe how you would establish a good working relationship with the present kitchen employees [as an outsider coming into this position] [as one who has worked in the district and now becomes the supervisor].
5. In this position you are a salaried, management employee representing the Board and the Superintendent. Describe a situation that you would view and handle differently as a supervisor than you would as an employee being supervised.
6. Are you familiar with any menu planning systems and if so please describe?
7. When figuring schedules and staffing, what tools or information would you use to determine if the levels were appropriate?
8. What is your experience in planning, ordering, and record keeping in a business or organization?

9. A parent calls the second week of school and is irate. She filled out an application for free meals the first day of school and her child is being charged for lunch. She does not have any money to pay for lunch and demands to know why her application has not been approved. How would you handle this parent?

10. With this question, we are going to ask you to briefly describe how you would do the following:
 - A. Developing work schedules
 - B. Administering employee evaluations
 - C. Enforcing work rules
 - D. Employee discipline

11. Describe your leadership style by giving us some examples of how you would work with the staff you supervise, building administrators, central office staff and outside vendors.

12. Comment on your familiarity with the ISD software that the district uses for the Food Service program or your experience with and comfort level of using technology.

13. What would be your approach to making changes in existing programs, procedures and practices?

14. How would 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?

15. Please tell us how you would plan and deliver professional development and training opportunities to the food service staff.

16. Based upon your present knowledge of the (School District) food service program, what do you perceive are its strengths? Its weaknesses?

17. Why do you want to leave your current position to become the Food Service Supervisor?

18. Are you able to give the time to this job that is needed to be an effective supervisor? While it is listed as an 8 hour day, 192 day position, certain responsibilities may take you beyond those hours without additional compensation.

19. Do you have any questions for us?

20. What else, if anything, should we know about you as we make our decision?

Thank you for your interest in this position. Discuss timeline for next steps.

(Please rate the candidate in the following four areas. Put a check on the line and then total the numbers: 5 (five) being the HIGHEST rating a candidate can receive in any area)

Candidate Rating:

	Confidence	Experience	Knowledge	Motivation
5	_____	_____	_____	_____
4	_____	_____	_____	_____
3	_____	_____	_____	_____
2	_____	_____	_____	_____
1	_____	_____	_____	_____

TOTAL _____

List any concerns that you may have: