

Supervisor 3 Test Prep: Study Guide

Purpose: To evaluate candidates' knowledge and skills required to perform specific job activities related to supervising school nutrition programs.

Structure: The exam assesses competency for ten functional areas that encompass responsibilities of Nutrition Services (NS) supervisors. The approximate percentage of exam questions for each functional area are reference below:

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| 1. Nutrition and Menu Management (15%) | 6. Culinary Arts, Food Preparation and Service (15%) |
| 2. Financial Management and Accountability (10%) | 7. Marketing, Communication and Customer Service (10%) |
| 3. Sanitation, Safety and Security (15%) | 8. Personnel Management (10%) |
| 4. Facilities, Technology and Equipment Management (5%) | 9. Program Management and Accountability (10%) |
| 5. Procurement and Inventory Management (5%) | 10. Positive Behavioral Interventions and Supports (5%) |

Minimum standards: The exam consists of 120 multiple choice questions. Questions are of equal weight. The test has a time limit, and candidates must receive a score of 75% or greater. If an individual does not meet the minimum passing score, they may retake the Civil Service exam when it is offered.

Other Qualifications: A Minnesota Department of Health Food Manager's Certificate is required within 3 months of appointment to the supervisor position.

Recommended Study Tools:

- Nutrition Services Performance Management Resource Manual
- Employee Engagement Through Positive Leadership SMILE School (reference manual)
- ServSafe Study Guide
- School Food & Nutrition Service Management For The 21st Century book by Dorothy Pannell-Martin and Julie A. Boettger
- Institute for Child Nutrition Resource Center Online Courses:
 - *Weights and Measures*
 - *Managing Food Allergies in SNPs*
 - *Nutrition 101 4th Edition*
- Institute for Child Nutrition Essential KPIs for School Nutrition Success
- Growing Your Professional Skills: Competencies, Knowledge and Skills for School Nutrition Assistants, Lesson 5 (Power Point Presentation)
- Office of College and Career Readiness: Department of School Climate & Support (Positive Behavioral Interventions and Supports Power Point presentation)
- The National School Lunch Program Fact Sheet by The United States Department of Agriculture
- The Food Buying Guide for Child Nutrition Programs by the The United States Department of Agriculture
- Saint Paul Public Schools Wellness Policy #533.0
- Saint Paul Public Schools Unpaid Meal Charge Policy #TBD

Other Recommendations:

- Begin preparing for the exam as soon as possible.
- Review the content/knowledge areas and use the recommended study tools to prepare for the exam.
- Plan in-depth study and preparation for those content/knowledge areas that are less familiar.
- Attend the voluntary classes offered by NS to gain additional knowledge of culinary techniques.
- Form a study group with other exam candidates in the area. Interacting with other exam candidates and discussing the content outline of the exam can be helpful.
- Contact Saint Paul Public Schools Human Resources for more information on the Civil Service Rules and/or hiring process.