

## Preparing for the Supervisor 1 Exam: Check Your Knowledge!

This is an optional self-assessment tool to help you prepare for the Supervisor 1 exam. It does not guarantee success or failure of the Civil Service exam, interview, or job performance. This tool does not guarantee employment, transfer, or promotion. It will help you check your knowledge! We recommend you use this tool before, during, and after you study for your upcoming exam. Please refer to the study guide for more information.

Good luck!

1. The intention of Child Nutrition Programs is to reach all students, including those with special needs. The National School Lunch Program and School Breakfast Program regulations require that students with disabilities have appropriate menu substitutions. In order for a student to receive a menu substitution due to special needs, the parent must provide a physician's statement with \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
2. If a student is disabled, is the menu modification required to meet the National School Lunch Program or School Breakfast Program requirements for a reimbursable meal?
  - A. Yes
  - B. No
3. If you are serving pinto beans at lunch, you may count this food as either a \_\_\_\_\_ or \_\_\_\_\_.
4. Which of the following is not allowed on a gluten-free menu:
  - A. Potatoes
  - B. Gravy
  - C. Rice
  - D. Broccoli
5. According to the current labeling laws, all of the 8 Big Allergens must be declared on the ingredient label. The 8 Big Allergens include: \_\_\_\_\_.
6. A bag of carrots contains 40 servings. If you use 3.5 bags of carrots on the All You Care To Eat Choice Bar during the lunch period, how many servings of carrots did you prepare?

7. A \_\_\_\_\_ is a working tool that outlines the type and quantity of foods that need to be purchased and available for the meal service.
- A. Production Record
  - B. Food Buying Guide
  - C. Nutrient Analysis
8. A case of orange juice contains 100 individual servings. You are placing an order for the next 2 days. You have 1 case plus 27 individual servings in your inventory. How many more cases do you need to order if you usually serve 250 individual servings per day?
- A. One (1)
  - B. Two (2)
  - C. Three (3)
  - D. Four (4)
9. One case of milk contains 50 individual servings. You typically serve 70 skim milk for breakfast and 240 skim milk for lunch. You have 2 cases plus 15 individual servings on hand. How much milk do you need to order to ensure you have enough milk for one day?
- A. Five (5)
  - B. Eight (8)
  - C. Four (4)
10. The best way to prevent the transfer of a virus to food is with \_\_\_\_\_.
11. Which item is a potential physical contaminant?
- A. Sanitizer
  - B. Jewelry
  - C. Sweat
  - D. Soap
12. Chemicals must be stored away from the food preparation areas.
- A. True
  - B. False
13. What symptoms requires a food handler to be excluded from the operation?
14. What must a food handler with an infected hand wound do to work safely with food?
- A. Cover the wound with an impermeable cover and wear a single-use glove
  - B. Avoid working with raw food until the wound is completely dry
  - C. Place a bandage on the wound
  - D. Apply hand sanitizer to the wound
15. Assume that all ground beef and lettuce will be stored in the same refrigerator, which of these foods should be stored on the topmost shelf?

16. What is the first step of cleaning and sanitizing stationary equipment?
- A. Take off removable parts
  - B. Unplug the unit
  - C. Spray the surface with cleanser
  - D. Wash the equipment surface using hot water
17. The \_\_\_\_\_ health inspection must be posted where it is visible to the \_\_\_\_\_.
18. FIFO is the acronym that stands for First In, First Out. Under FIFO,
- A. You ensure you are always serving food in the freshest and safest way by serving the oldest items first.
  - B. You are not required to rotate food.
  - C. The inventory valuation is an estimate based on current and future price targets.
  - D. Rotate canned food items on a monthly basis.
19. If you right click on an icon or object, what usually happens?
20. Download is \_\_\_\_\_.
21. What is the best way for a manager to reduce inventory?
- A. Prepare a very large meal.
  - B. Use food and supplies from inventory rather than continuing to purchase new items.
  - C. Store the inventory for a later date.
22. Ingredients should always be measured in \_\_\_\_\_.
23. Which of the following is correct?
- A. 4 pints= 2 quarts
  - B. 8 ounces= 1 pound
  - C. 4 tablespoons= 1 cup
  - D. 3 teaspoons= 1 tablespoon
24. Using less ground beef than the recipe calls for can cause the following problems:
- A. Fewer or smaller portions would result.
  - B. The end product would still be eligible for USDA reimbursement.
  - C. The staff would have extra time to clean the kitchen.
  - D. All of the above.
25. You should taste and visually inspect all food prior to service.
- A. True
  - B. False
26. The population we serve relies on us to serve safe food. Nutrition Services staff must:  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and  
\_\_\_\_\_.

27. Hunger has a measurable impact on children, hindering overall growth, development, and health. In the school setting, hunger contributes to a number of challenges, including a lack of concentration, trouble paying attention, slower recall, hyperactivity, and emotional and behavioral difficulties.
- A. True
  - B. False
28. Children who experience food insecurities are more likely to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
29. The ABCD format of service recovery reminds associates they should “A”:
- A. Disagree with the customer.
  - B. Refuse to accept responsibility for the complaint.
  - C. Apologize immediately and with sincerity
30. In the case of unsatisfactory performance, the employer should provide the employee with clear expectations and an opportunity to improve or remediate performance.
- A. True
  - B. False
31. An employee is normally scheduled to work 6 hours per day. Their actual hours for the 2-week pay period are as follows:

	<b>Week 1</b>	<b>Week 2</b>
Monday	6 hours, 15 minutes	6 hours
Tuesday	6 hours	6 hours
Wednesday	6 hours, 30 minutes	6 hours
Thursday	6 hours, 45 minutes	6 hours
Friday	6 hours, 30 minutes	6 hours

How many total hours did the employee work during Week 1?

32. An employee is paid \$15.00 per hour. They are paid 1.5 times their hourly rate for overtime. If an employee works 42.50 hours, what are their total wages for the week?
- A. \$637.50
  - B. \$656.25
  - C. \$956.25

33. A reimbursable lunch equates to \$3.46 in revenue. In order to maintain a 39% food cost, the menu's pre-cost cannot exceed:
- A. \$3.07
  - B. \$0.39
  - C. \$2.12
  - D. \$1.34
34. Direct certification (DCRT) is the automatic enrollment process for students that are homeless, runaway, migrant and/or foster care. These students do not have to complete an Application for Free or Reduced-price lunch form to \_\_\_\_\_.
35. What is Offer Versus Serve?
36. All meals must provide five components: fruit, vegetables, meat/meat alternatives, grains and milk. Schools receive reimbursement for every reimbursable meal sold, regardless of a student's eligibility. A reimbursable meal must include \_\_\_\_\_ and \_\_\_\_\_.
37. The National School Lunch Program, Summer Food Service Program, and Child and Adult Care Food Program are just a few of the Child Nutrition Programs designed to help students receive the nutritious meals they need. Each of these programs operates under their own set of requirements, rules and regulations.
- A. True
  - B. False
38. The Food Buying Guide for Child Nutrition Programs has all the current information to help you and your purchasing agent:
- A. Buy the right amount of food and the appropriate type of food for the meal program(s)
  - B. Determine which vendors sell local produce in your area.
  - C. Includes a list of foods that are approved Smart Snacks.
  - D. Describes the job duties for cafeteria monitors.
39. Threats of danger can trigger:
- A. Courage response
  - B. Fight, Flight or Freeze response
  - C. Sympathy response
  - D. Universal response
40. List the measures that create a good climate for students.

## Answer Key

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. the student's disability, why the disability affects the student's diet, major life activity affected by the disability, and food or foods to be omitted from the student's diet and the appropriate substitutions.</li> <li>2. B</li> <li>3. Meat alternative, vegetable</li> <li>4. B</li> <li>5. Peanuts, eggs, milk, fish, soybean, shellfish, wheat, tree nut.</li> <li>6. 140</li> <li>7. A</li> <li>8. D</li> <li>9. C</li> <li>10. Proper hand washing.</li> <li>11. B</li> <li>12. A</li> <li>13. Jaundice, vomiting, diarrhea</li> <li>14. A</li> <li>15. Lettuce</li> <li>16. B</li> <li>17. Most recent, public</li> <li>18. A</li> <li>19. A list of various actions appears</li> <li>20. The process of transferring data from a remote source, such as the internet, onto your computer.</li> <li>21. B</li> <li>22. The largest appropriate container</li> <li>23. D</li> <li>24. A</li> </ol> | <ol style="list-style-type: none"> <li>25. A</li> <li>26. Carefully prepare foods and follow standardized recipes, prevent cross contamination with known allergies and have rigid cleaning procedures, and help each student to identify which foods they are allergic to</li> <li>27. A</li> <li>28. Exhibit behavioral issues, lack of focus, impaired judgement, and social issues at school.</li> <li>29. C</li> <li>30. A</li> <li>31. 32 hours</li> <li>32. B</li> <li>33. D</li> <li>34. Qualify for free meals.</li> <li>35. The concept that applies to menu planning and meal service, which allows students to decline some of the food offered in a reimbursable meal.</li> <li>36. At least ½ cup fruit or vegetable, at least two other components.</li> <li>37. A</li> <li>38. A</li> <li>39. B</li> <li>40. Building relationships with students; using rituals and routines; consistently being aware of tone, volume and cadence.</li> </ol> |
|--|---|

Score: \_\_\_\_\_ ÷ \_\_\_\_\_ **40** \_\_\_\_\_ × \_\_\_\_\_ **100** \_\_\_\_\_ =

Number
Number of
Your score!  
Correct
Questions

## Preparing for the Supervisor 1 Exam: Study Guide

**Structure:** The exam assesses competency for ten functional areas that encompass responsibilities of Nutrition Services (NS) supervisors.

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

### 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 21<sup>st</sup> 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 4<sup>th</sup> 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.