SUPPLEMENTAL EVALUATION FACTORS

NAME: SOCIAL SECURITY NO.:

POSITION: COOK, SUPERVISOR I ANNOUNCEMENT NO.: CFAY-41-04

The following knowledge, skills, and abilities (KSA's) will be used in the evaluation process. You must describe your level of each KSA, relating to your attainment to work experience, education, and training. Each element must be addressed separately. Failure to address KSA's may result in **NOT** being referred for consideration. (If you need additional space, you may continue on a separate sheet of paper and attach to this form.)

1. KNOWLEDGE OF FOOD PREPARATION AND HANDLING TECHNIQUES, SAFE WORK PROCEDURES AND FUNCTIONS INVOLVED IN THE ADMINISTRATION OF THE CHILD DEVELOPMENT PROGRAM FOOD SERVICE.

2. KNOWLEDGE OF CUSTOMER SERVICE TECHNIQUES REQUIRED IN HANDLING VARIOUS PERSONALITY TYPES.

3. ABILITY TO READ AND UNDERSTAND WRITTEN FOOD SERVICE MATERIAL AND COMMUNICATE EFFECTIVELY WITH OTHERS.

4. ABILITY TO RESERCH, ANALYZE, INTERPRET AND APPLY RULES, REGULATIONS, POLICIES AND PROCEDURES.

5. ABILITY TO SUPERVISE AND SUPPORT EEO POLICIES AND PROCEDURES.