

Job Description

Title: Food Service Supervisor

Qualifications:

1. A TB test is required upon initial hiring.
2. Experience in supervision required.
3. Ability to follow and successfully complete both written and oral directions.
4. Ability to work with people of various personality types.
5. Ability to think clearly and calculate accurately.
6. Experience in budgeting, inventory control, and purchasing desirable.
7. Experience in screening and interviewing employees.

Education, License, Certification, or Formal Training:

1. Experience in menu planning, food purchasing, preparation, and servicing of foods in an institutional food service setting.
2. Experience with a school food service area desirable
3. A valid driver's license which meets current district vehicle insurance qualifications for driving coverage.
4. Education and/or certification in nutrition and food management desirable.

Reports To: Superintendent and Business Manager

Terms of Employment: A 200-day contract to be utilized during the normal K-12 school year, plus 20 days to be utilized during the summer, as necessary, to complete beginning and end-of-year reports and inservice trainings.

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring at a reasonable cost.

Duties and Responsibilities:

1. Administers policies on levels of cleanliness, health, safety, and personnel policies.
2. Works collaboratively with building principals in the supervision and evaluation of food service personnel.
3. Formulates all menus under USDA guidelines daily.
4. Supervises the ordering, bidding, and price quotations on all food, materials, and equipment and subsequent storage and distribution of these items.
5. Prepares and administer food service budget.
6. Plans work schedules with head cooks.
7. Maintains required financial records and accounting for the total food service program.
8. Provides inservice training for food service employees and monitors and ensures all Department of Health rules and regulations are implemented.
9. Attends state workshops to keep informed of all state and national regulations governing food service.

10. Maintains positive communication skills in working with students, staff, district personnel, and the public at all times.
11. Recommends policies affecting food service personnel.
12. Participates in district wellness/health committees and makes recommendations on policies affecting food service, wellness, and health.

Evaluation: Performance of the job will be evaluated in accordance with provisions of the Board's policy on the evaluation of support staff.

Implemented: June, 2005