
FOOD SERVICES SUPERVISOR

Job Description:

Under the supervision of the Chief Operations Officer, plans, organizes, directs and controls the district lunch programs and ~~de~~ performs related work as required. This position is part of the management team.

Qualifications:

- Education:** Equivalent to the completion of twelfth grade. Two years of college coursework in culinary arts, or related field, desired or the equivalent in public school food service management experience. BA/BS degree preferred.
- Experience:** Two years of experience as a manager or as an assistant to the manger of a school food service program, a restaurant or the equivalent serving large quantities of food.
- Knowledge:** Proper food combinations and economical substitutes that may be made; proper food handling techniques and procedures and; proper operation of equipment used in preparation, serving and storing food in large quantities; menu planning; labor, materials and overhead costs in a food service operation; general clerical office methods and procedures; methods, practice and terminology used in school district financial and clerical work; operation of office machines and equipment; supervisory techniques.
- Ability:** Prepare a menu affording a balanced diet and meeting any program standards; supervise the operation of all phases of food service operations; select, train and supervise food service personnel; analyze bids for food contracts to determine the most advantageous in terms of quality and costs; make mathematical computations rapidly and accurately; understand and carry out oral and written directions; prepare monthly reports/statements; efficiently use word processing, spreadsheet and food service software; interpret and apply a variety of State guidelines regarding the National Federal School Lunch Program; establish and maintain effective and cooperative relationships with those contacted in the course of work; process meal applications, daily deposit verification and other areas of food service support; keep accurate records; represent and support the district in contacts with the public.

Essential Duties:

1. Plan, organize and direct the Nutrition Services Program following established procedures, practices and methods to assure adherence to state and federal laws, regulations and policies.
2. Prepares all menus; check dietary balance and nutritional adequacy to meet all required regulations.
3. Order, receive and maintain adequate inventory of foods, supplies and equipment.

4. Oversee the preparation and timely distribution of required state and federal reports.
5. Develop and implement policies and operational procedures that are designed to ensure a cost effective and efficient program by keeping abreast of new trends in technology, nutrition, marketing and legislation.
6. Plan, organize and conduct personnel in-service and training programs.
7. Plans and approves all meals to be served including those prepared for special functions in cooperation with student body, faculty, administrative and outside organizations.
8. Distribute food received from subsidy programs.
9. Review work of employees in all kitchens.
10. Consult with principals of schools regarding integration of lunch program with school program.
11. Monitor quality of food served.
12. Periodically inspect food preparation areas for cleanliness and conformance to established operation procedures.
13. Set standards of efficiency and sanitation in food preparation; instruct and evaluate personnel in methods and procedures of tasks assigned.
14. Assign, supervise, train and evaluate food service personnel at all sites. Schedule substitute workers covering all shifts.
15. Verify that all sites are in compliance with district policies and State and Federal guidelines.
16. Operate standard cafeteria equipment and appliances.
17. Prepare monthly, quarterly and annual accounting reports, including: Claims for Reimbursement, Cafeteria Income and Expense Report, Commodities reports and orders, National School Lunch Program renewal application, annual Cafeteria budget and other District and Governmental reports as needed in conjunction with the Chief Operations Officer.
18. Assist in reconciliation of school site daily deposits, balances cafeteria bank account, collects reimbursement for Not Sufficient Funds (NSF) cafeteria checks and redeposit to bank account in conjunction with the Business Officer.
19. Verify State and Federal reimbursement and deposits with the Business Office.
20. Assist in development and administration of an annual operating budget for food services. Request purchase orders, verifies invoices for payment.
21. Process free/reduced meal applications following state guidelines, notifying schools and families. Make application verifications in compliance with State regulations.
22. Work with custodial and maintenance staff in maintenance and operation of the kitchen and equipment.
23. Perform other duties as assigned.

Immediate Supervisor: Chief Operations Officer

Assignment: 8 hours per day, 12 months

Salary: Classified Management Salary Schedule: Range 202