

## **JOB DESCRIPTION – FOOD SERVICE SUPERVISOR**

- Qualifications:** Knowledge of institutional food management practices including dietetics, quantity and quality food preparation, nutrition, menu planning, and food purchasing. Also must have organizational skills suitable for managing and operating food service staff and basic bookkeeping skills as well as knowledge of food preparation, cooking, and baking processes.
- Basic Function:** Oversee and direct the operation of the District's food service program in compliance with state, federal, and county health and sanitary laws and regulations as well as recommended and required USDA nutritional guidelines in addition to general meal preparation.
- Reports To:** District administrator
- Job Goal:** Manage food service staff and operate district's food service program planning and preparing healthy and nutritious meals while maintaining a clean, safe food processing, and storage environment.
- Work Schedule:** Salaried position requiring a minimum of 40 hours per week with an expectation for additional hours as needed and/or required in order to complete the responsibilities of the assignment. Normal hours will be 6:00 AM – 2:00 PM during the school year. Additional days may be assigned during the summer.

### Responsibilities:

1. **Manage Food Service Staff**
  - a. Assign food service staff to cooking, baking, preparation and serving functions according to district policy and support staff contract.
  - b. Assign according to policy and support staff contract substitute food service personnel as needed and keep appropriate records.
  - c. Assist district administrator in hiring new food service personnel.
  - d. Conduct annually individual meetings with each food service employee to review performance and submit written evaluations to the district administrator.
  
2. **Operate Food Service Program**
  - a. Establish menus that comply with the USDA and state nutritional guidelines and requirements.
  - b. Purchase necessary supplies and food.
  - c. Order and maintain inventories of government commodities.

- d. Develop a la cart menus that comply with the USDA and state nutritional guidelines and requirements.
  - e. Prepare and serve food and assist with the daily and periodic kitchen cleaning.
  - f. Complete all production reports and other required daily, weekly, and monthly documentation.
3. **Manage Food Services Budget and Payroll**
- a. Prepare and submit annually to the district administrator a preliminary food service budget.
  - b. Review invoices with bookkeeper monthly
  - c. Complete payroll data semimonthly and submit to bookkeeper
  - d. Prepare bid specifications and purchase orders related to food service operations.
4. **Other Responsibilities**
- a. Maintain friendly and courteous relationships with co-workers and staff members.
  - b. Suggest to the district administrator ways to economize and improve food service operations wherever appropriate.
  - b. Perform other duties as required.

Approved: June 18, 2012