

FOOD SERVICE SUPERVISOR**DEFINITION:**

Under supervision of the Director of Food Services, provide primary contact, work assignment and supervision of the food service employees; direct the food service employees in technical and administrative aspects; evaluate the level of food service effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in the development of departmental procedures and goal setting for the District wide food service program.
- Represent the District in the development of departmental policy decisions on food service programs, equipment and inventory.
- Participate as an integral part of the food service management team in decisions related to daily operations.
- Provide input to the Director of Food Services regarding food service operations, facilities, and equipment.
- Assign, schedule and direct the work of employees performing food service functions, assuring compliance with work specifications and safety and sanitation guidelines.
- Assist in the preparation and oversight of departmental budget recommendations.
- Monitor revenue and expenditures.
- Oversee the allocation of resources including approval of all food service employee positions and the assignment and oversight of substitute food service employees.
- Make recommendations for the employment, promotion, demotion, transfer, retention, recognition, discipline, dismissal of food service personnel, including substitutes and seasonal work staff.
- Assist in planning, developing and conducting of orientation and in-service training programs in food preparation, proper food handling, safety, sanitation and use and care of equipment for all food service employees.
- Conduct staff meetings.
- Monitor hours assigned and validate time cards of food service employees.
- Provide direction for the assignment of substitute employees at school sites in place of absent employees.
- Supervise and evaluate the performance of nutrition center employees and assist site administrators in the evaluation of site food service employees.
- Provide input for menu planning for adherence to proper nutrition and management standards.
- Visit school sites and make inspections for compliance with safety standards and evaluate the clean, sanitary, safety and staffing conditions at each site according to established District standards.
- Confer with site administrators to coordinate food service operations, to evaluate food services, to make recommendations for improvement, and to discuss special problems related to food service.
- Participate with food service consultants in resolving unusual and unforeseen problems.
- Coordinate and provide assistance to special events within the District.
- Maintain records and prepare reports as required.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current methods and practices used in large-scale food preparation and safety; procedures and appropriate use of equipment used in the preparation, cooking, serving, storing and transporting of food; knowledge of federal and state regulations governing child nutrition programs; proper nutrition principles and standards for various student grade levels; sanitation and safety practices related to handling, cooking and serving food; general industry safety and health practices and standards within food service operations trades; cost effective practices in the field of food service and budget preparation and controls; record keeping and report preparation techniques including federal, state and local laws and regulations governing the National School Lunch Program; and principles of effective personnel management and supervision.

Ability to:

Plan, organize, supervise, direct and evaluate the work of food service personnel; instruct employees on safe proper use of equipment; operate the types of equipment used in food service; read and interpret local, state, and federal codes and regulations related to school nutrition programs; use computer software including Point of Sale word processing and spreadsheets; compile and maintain accurate spreadsheets and other financial records including computerized reports and learn new computer applications for various food service as they become available; prepare accurate reports; plan and administer a departmental budget; follow written and oral directions; communicate effectively both orally and in writing; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Three years of supervisory experience that has provided the applicant with the knowledge and abilities listed above. Supervisory experience in a school food service setting desired.

Education:

Graduation from high school. Degree from an accredited college in the field of dietetics, food service management, or business preferred.

Physical Performance Requirements:

Must be able to visit and inspect food service operation sites and the work of food service employees. Some lifting and maneuvering of up to 25 to 50 pounds, with occasional lifting and maneuvering of up to 75 pounds with or without assistance. Intermittent sitting, standing or walking with some twisting, bending, stooping, and squatting also required.

Licenses:

Possession of a valid California Driver's License.
Food Handler's Certificate.

Board approved: July 19, 2005

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