

### **FOOD SERVICE SUPERVISOR**

- QUALIFICATIONS:**
1. Must be certifiable in the food services area.
  2. Must have had additional training beyond High School in food service.
  3. Previous experience in food service required.
  4. Must be able to supervise employees, fill out reports and communicate with the public.
- REPORTS TO:** Business Manager
- SUPERVISES:** All Food Service employees
- JOB GOALS:** To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

**PERFORMANCE RESPONSIBILITY:**

1. Assists in the preparation and administration of the Food Service budget;
2. Maintains an inventory of all foods, supplies, and equipment;
3. Assists in the standardization of Food Service accounting procedures in cooperation with the Business Manager;
4. Recommends price charges for various types of lunches, including the price of milk;
5. Plans the preparation and serving of menus on a weekly basis;
6. Informs the public, through the local press, of planned menus on a weekly basis;
7. Supervises the planning and preparation of any special meals required for district-sponsored events;
8. Standardizes as much as possible the size of portions served as related to lunch type;
9. Provides assistance and suggestions for the preparation and serving of government surplus foods;
10. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health and safety are being maintained and observing possible improvements in operation;
11. Evaluates and recommends purchase of new and replacement equipment;
12. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers;
13. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition;
14. Interviews, screens and recommends appointment of all Food Service personnel;
15. Checks all Food Service personnel payrolls;

16. Checks all bills and purchase orders for accuracy before presenting them to the Business Manager for payment;
17. Makes all applications for federal subsidies;
18. Makes application for government surplus food for school food service and directs its distribution and transfer;
19. Checks all government reimbursement;
20. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy;
21. Keeps patrons and the public informed of the menus and services offered by the Food Service program and of the health and educational benefits gained by children through participation in the school Food Service program;
22. Accounts for all monies received from the sale of milk and meals;
23. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.