

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Supervisor

DEPARTMENT/DIVISION: Food Services

POSITION SUMMARY: Under supervision of the Director of Food Services to plan, organize and supervise and monitor the preparation, serving and transporting of hot and cold foods to school sites and/or on-site cafeterias, snack bar, central kitchens or schools. To ensure that all kitchen areas are maintained in a clean and sanitary environment; to ensure that all food service equipment and supplies are maintained, stored and cleaned in a sanitary manner; train and supervise Food Service Worker personnel.

ESSENTIAL FUNCTIONS:

1. Supervises and directs the preparation of food and serving or packaging of food to food service customers.
2. Organizes and schedules menu production to ensure all meal requirements are met per the National School Lunch, Breakfast and Snack programs and District requirements.
3. Organizes all kitchen work activity to ensure that all equipment and supplies are available to production staff to meet customer demands and meal program requirements.
4. Arranges for proper storage and use of all food and non-food supplies.
5. Orders food, non-food and equipment supplies so as to maintain adequate and appropriate inventories.
6. Sets standards for efficient and sanitary practices in food preparation and work areas.
7. Completes all documents required by State, Federal, and Food Service guidelines including but not limited to meal production sheets, transports sheets, payroll documents, inventories, and other related documents.
8. Follows standardized recipes and adjust amounts to meet daily meal participation requirements.
9. Supervises and trains Food Service Worker staff in meal production techniques, sanitary kitchen and food handling practices, customer service, personal hygiene and uniform requirements, and daily work routines.
10. Attends all meeting and training sessions as directed by the Director of Food Services.
11. Counts all monies generated at points-of-sale at sites, prepares accurate deposits and daily summaries, and maintains an adequate change fund if necessary.
12. Assists in the planning and implementation of the Food Service Department strategic plan and goals.
13. Transports food and supplies as needed.
14. Coordinates coverage of missed shifts when due to last-minute scheduling issues.
15. Monitors serving kitchens to maintain standards required by the United States Department of Agriculture and the California Department of Education.
16. Supervises student workers that assist in site cafeterias.
17. Performs other Food Service related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. Two years of increasingly responsible work experience in food service institutional meal preparation preferred. Two years college in related course work preferred. Have, or be able to obtain a Food Service Sanitation Certificate within six months of employment. Must pass District required pre-employment physical. Valid California driver's license required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles and methods of quantity food preparation; proper food handling and storage techniques for hot and cold foods and other related food items.
2. Knowledge of sanitation principles applicable to serving and storing of food;
3. Ability to operate and maintain large and small food service equipment;
4. Ability to estimate quantities needed to meet customer demands and to meet economical demands of the program;
5. Ability to complete all records as required.
6. Ability to effectively train and organize the work of Food Service Worker personnel.
7. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
4. Bend, squat, stoop and/or climb for extended periods of time.
5. Lift and/ or carry up to 50 pounds to waist height for short distances.
6. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
7. See and read a computer screen and printed matter with or without vision aids.
8. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

Food Service Supervisors will be required to work indoors in a standard office or kitchen environment and may come in direct contact with District staff, students, parents and the public. In addition, employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes, meet uniform requirements, and as required by a particular assignment wear protective and/or hygienic equipment or clothing as required.

SALARY: Classified Range 34

Adopted: HS Board 12/78
Revised: TUSD 12/14/99
Revised: TUSD 8/25/2009
Revised: TUSD 12/13/2016

Elem Board 12/78