

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Supervisor, Food Services**  
**(Classified Management)**

**DEFINITION:**

Under general supervision, plans, organizes, and supervises the food preparation and serving activities of the school cafeterias; trains personnel; purchases foods; records and controls costs; and does related work as required.

**EXAMPLES OF DUTIES:**

- \*Manages the overall operations of the District Food Services Program.
- \*Trains cafeteria managers in cooking and lunchroom routine; exercises supervision over cafeteria managers.
- \*Selects and trains all Food Services personnel.
- \*Reviews work of managers and receives and processes their requisitions for supplies.
- \*Promotes the use of the cafeterias.
- \*Orders supplies and equipment.
- \*Inspects and tastes food to determine quality, appearance, and edibility.
- \*Inspects cafeterias for operational efficiency, putting into effect desirable changes.
- \*Prepares Type A lunch menus, checking dietary balance, nutritional adequacy, and use of foods in plentiful supply.
- \*Directs the distribution of foods received from subsidy programs and schedules their use.
- \*Assigns staff to schools in accordance with workload.
- \*Directs the purchasing of cafeteria supplies.
- \*Assists in planning cafeteria layout and in the selection of placement of suitable equipment.
- \*Prepares departmental budget estimates.
- \*Maintains records.
- \*Prepares reports.
- \*Uses initiative in devising and adopting new methods for the school service program.
- \*Coordinates and oversees food service activities for special District events.
- \*Keeps abreast of latest technology.

Supervises all cafeteria personnel in the District, through site managers, and is responsible for the effective and efficient operation of the food service system district-wide; consults and works effectively with site principals to provide and promote optimum lunch programs to best meet the needs of particular schools; represents the District to federal and state pupil food services agencies.

**QUALIFICATIONS:**

**Knowledge of:**

- organization, procedures, and equipment used in food preparation, cooking, and serving of food in large quantities.
- food values, diet balance, and the basic elements of nutrition.
- purchasing, utilization, and preservation of foodstuffs, and their economical and efficient preparation.
- general knowledge of record-keeping, simple bookkeeping, and cost control procedures.
- principles of supervision, training, and office management.
- requirements for a Type A National School Lunch Program.
- effective cash control procedures.

**Ability to:**

- organize and direct the operation of cafeterias.
- select, train, and supervise personnel.
- prepare written and statistical reports.

- maintain effective income, expenditure, and cost control records.
- create imaginative menus within fixed costs and food available.
- interpret and apply various State Codes relating to food service.
- develop and enforce uniform procedures and personnel practices in accordance with District policies, rules, and regulations, and State and Federal agencies.

**Experience:**

Five years of responsible experience in a supervisory food services position, at least equivalent to the responsibility of a Cafeteria Manager in this District.

**Education:**

Equivalent to completion of the twelfth grade, supplemented by college level training in nutrition, food services management, financial record keeping, business management, cost controls, and/or similar fields. Alternative combinations of training and experience may be equally qualifying; for example, each full year of college training may be substituted for one year of experience.

**License Requirement:**

Possession of a valid California Motor Vehicle Operator's License.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**Physical Ability to Meet the Following Requirements:**

- Stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Move up to 20 pounds.
- Some locations may have stairs and may not have elevators.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.