

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: FOOD SERVICE SUPERVISOR

BASIC FUNCTION:

Under the direction of Director of Food Services, plan, organize, participate and supervise the food service operation of a middle school and high school cafeteria and snack/salad bar. Coordinates, supervises and participates in the preparation of food in large quantities and the cleaning and maintenance of equipment, utensils and work areas. Trains, supervises and evaluates Food Service Assistants. Responsible for the ordering and inventory of food and supplies, as well as preparation and maintenance of appropriate records and reports.

REPRESENTATIVE DUTIES:

1. Plan, organize and supervise the operation of a middle or high school cafeteria; participate in activities as needed to maintain standards of efficiency and sanitation in food preparation. Oversee the operations of all stations to assure timely preparation and serving of food according to school schedules.
2. Develop menu for all food service stations within the school; determine appropriate quantity of food items, then coordinate, monitor and participate in preparation, cooking, baking and packaging of menu items maintaining standards of food appearance and menu requirements.
3. Establish procedures and supervise in the preparation of serving and storage of food in large quantities.
4. Date, store and rotate food and supplies; take and record freezer and refrigerator temperatures; conduct periodic and daily inventories.
5. Estimate and order food and supplies needed for service, special orders and other menus. Receive and count shipments for accuracy; contact vendors for shortages, damaged items and other discrepancies.
6. Prepare and maintain a variety of reports involving production records, inventories, costs and sales reports.
7. Train, supervise and evaluate the performance of assigned personnel; participate in the interviews and selection of employees and recommend disciplinary action; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
8. Supervise the collection of monies; prepare money for deposit using the point-of-sale computer system. Operate a computerized point-of-sale system; input student prepaid account information check student eligibility status; review credit availability and prepare notifications on status of prepaid meal account. Input and transmit daily meal counts and related sales data.

9. Open and close site kitchen facilities; set up and turn on or off equipment, lock and secure facilities.
10. Communication with administrators, school sites, personnel, outside agencies and vendors to resolve issues and conflicts and exchange information.
11. Attend staff meetings as assigned.
12. Compile payroll records for assigned staff, assure completion and submission of timesheets; monitor absences and vacation hour balances, ensure confidentiality of payroll information.
13. Perform other related duties as required or assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Planning, organizing and scheduling the preparation and serving of food in large quantities

Operation of commercial kitchen equipment

Methods for preparing and serving food in large quantities

Kitchen safety and sanitation

Laws, codes, rules and regulations related to assigned activities

Proper methods of receiving and storing food, equipment and supplies according to health and safety standards

Math, cashiering and basic accounting methods

Record-keeping techniques

Oral and written communications skills

Supervision and training techniques

Interpersonal relations skills using tact, patience and courtesy

Proper lifting techniques

Ability to:

Learn laws, rules, policies, practices and procedures related to public education and specific to Los Alamitos Unified School District

Commit to Los Alamitos Unified School District's mission, vision, and priority goals

Passion for working with children; ability to motivate and support staff in reaching high levels of academic success

Problem-solve and think critically

Efficiently interpret, manage and utilize multiple sets of data in order to best support student progress

Be flexible and revise priorities in accordance with requirements of the Superintendent/designee

Work independently within a framework of multiple and complex regulations

Motivate, supervise and train others in the preparation of food in large quantities, following standardized recipes

Plan, organize and participate in the preparation and serving of attractive, appetizing and nutritious meal items to students and staff

Use commercial kitchen equipment safely and maintain proper sanitation

Meet schedules and time lines

Maintain records and prepare reports

Communicate effectively both orally and in writing
Understand and follow oral and written directions
Establish and maintain effective working relationships with others
Work independently with little direction
Train, supervise, evaluate and provide work direction to personnel
Make arithmetic calculations quickly and accurately
Attend meetings and workshops as assigned
Operate a computerized point-of-sale system
Adhere to all health and safety regulations
Coordinate menu planning approaches for school food services
Evaluate situations, analyze and adopt an effective course of action
Complete work with many interruptions
Develop, test, adjust and extend recipes according to established procedures

EDUCATION:

Graduation from high school

EXPERIENCE:

Four years of progressively responsible experience in preparing food in a large scale food service operation including two years of supervisor or lead person experience.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid Manager ServSafe Certificate required by the local Health Department.
Valid California Class C Driver's License at time of appointment and throughout employment
Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement and continues to maintain insurability
Personal transportation for job-related travel throughout the district

WORKING CONDITIONS:

Middle and high school cafeteria environment; subject to standing for long periods of time; walk, kneel, squat, crawl, stoop, bend daily; lift, carry, push, pull up to 50 pounds; repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm and shoulder; exposure to temperature changes: heat over 90° from ovens and cold below 50° from freezers; work with sharp kitchen instruments such as knives; work with hands in water; speak clearly and hear normal voice conversation; direct contact with the public, students and staff; exposed to minor contagious illnesses.

SALARY RANGE: 61

ADOPTED BY PERSONNEL COMMISSION: August 17, 2016

ADOPTED BY BOARD OF EDUCATION: September 13, 2016