

**TITLE:** FOOD SERVICE KITCHEN SUPERVISOR  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Food Service Director  
**JOB GOAL:** To supervise and coordinate employees in food preparation while ensuring efficient and safe operations in the school kitchen

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Follow and train staff to follow federal, state and local guidelines under supervision.
2. Participate in and/or train staff in planning standardized menus, preparing and apportioning foods, utilizing food surpluses or leftovers.
3. Supervise inventory, storage and distribution of foodstuffs and supplies.
4. Provide training in the use and cleaning of kitchen equipment.
5. Implement and follow all safety and sanitation regulations.
6. Participate in functions such as finance, computer operations and marketing. May attend building functions such a staff meetings, orientations, open houses and department meetings.
7. Evaluate staff and may evaluate various food service programs.
8. Maintain student and school confidentiality.
9. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office and the District Administration Office. Continuing education and special food handling permits may be required.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.