

ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF FOOD AND NUTRITION SERVICES

POSITION: Supervisor of Food and Nutrition Services

REPORTS TO: Director of Food and Nutrition Service

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Supervisor of Food and Nutrition Service works with the Director to support nutrition education training and staff development activities to enhance nutrition/health program development and performance. The Supervisor will assist the Director in interviewing and recommending staff for hire, providing resolution of personnel concerns, implementing employee assistance plans, evaluating employee performance, providing a high level of customer service to school-based administrators, and identifying personnel development needs and training to promote growth. The Supervisor also works with the Director for reporting requirements with regards to Federal regulations, Maryland State Department of Education rules, and Board of Education policies including required local, state and federal reporting. The Supervisor is responsible for the workflow of warehouse logistical tasks, food delivery, and the management of assets. The Supervisor will work with the Department of Maintenance regarding open work orders for food service-related repairs, preventive maintenance and is directly responsible for all planned or unplanned work orders of kitchen equipment and warehouse storage facilities. This position is responsible for recording, classifying, and summarizing Food and Nutrition Services financial transactions and analyzing, verifying, and reporting the results. The Supervisor assists the Director to ensure the department is fiscally solvent, complies with applicable laws and regulations, and operates in an efficient and effective manner.

ESSENTIAL FUNCTIONS:

- Works with the Director to administer the National School Lunch and Breakfast Program in compliance with Federal regulations, Maryland State Department of Education rules, and Board of Education policies including required local, state and federal reporting;
- Assures the smooth operations of food service for schools, in all SMCPS buildings;
- Develops and maintains effective inventory control and orders for meal items;
- Works with schools to determine equipment needs to effectively and efficiently operate the school cafeteria;
- Maintains confidentiality of student and staff information including free and reduced meal program applications and participation;
- Makes suggestions to Director on cafeteria equipment needs;
- Works with equipment vendors to install purchased equipment;
- Works with maintenance personnel to coordinate the repair of equipment that is deemed repairable;
- Works with Training Manager to reduce food cost and waste as determined by the Director;
- Works with Training Manager to ensure program compliance by scheduling regular school visits;
- Develops standard operating procedures for departmental services;
- Meets with school site administrators, coordinating proactive service and support;
- Visits all facilities and responds to staff requests and concerns as required;
- Coordinates proper accounting procedures for the Food Service budget, payroll, accounts payable, procurement, Federal programs, and other related areas;
- Maintains financial controls to assure that all transactions processed by the Department of Food and Nutrition Services are compliant with local Board policies, State and Federal laws;
- Maintains detailed employee files;
- Completes necessary personnel forms;
- Prepares and administers employee plans of assistance;
- Prepares recommendations and documentation for personnel disciplinary actions;
- Facilitates Food and Nutrition Service position interviews, staffing levels and recommendations for hire;
- Possesses the ability to maintain accounting reports and to prepare reports from such records;
- Possess the ability to comprehend written and verbal correspondence and to respond appropriately;
- Possess the ability to plan and implement operational policies, procedures, and standards;
- Possess the ability to exercise independent judgment and to use initiative when responding to emergencies, resolving problems and making improvements in the cafeteria operation;

- Possesses the ability to establish and maintain effective working relationships as necessitated by work assignments;
- Direct responsibility for twenty-four (24) hour monitoring and coordinating response to all incoming alarm and/or emergency calls received during assigned weeks to include after hours and weekends; and
- Perform all other duties and responsibilities as assigned by School Nutrition Director.

DUTIES AND RESPONSIBILITIES:

- Maintains effective, proactive communications with Food and Nutrition staff, the Director, and the Department of Human Resources;
- Serves as liaison with staff and community stakeholders to satisfy the food service needs of the educational environment in each unique setting;
- Provides direct supervision and evaluation for the work of the Accountant, Training Manager, Warehouse Manager and Delivery Driver;
- Coordinates daily deliveries for the Delivery Driver with Warehouse Manager;
- Performs updates on point of sale (POS) systems to reflect current menu pricing, and current programs available at schools;
- Troubleshoots computer issues related to POS systems by being the liaison between POS vendor and the Department of Information Technology Services;
- Monitors audit working papers to include schedules, reconciliations, and the Schedule of Expenditures of Federal Awards (SEFA); prepared by Accountant;
- Analyzes financial data prepared by Accountant for accuracy;
- Assists with contract management for all food and food related supplies and equipment;
- Assists with planning and implementing in-service training programs to improve employee competency;
- Assists as needed as liaison with appropriate governmental agencies, such as environmental agencies and health departments;
- Motivates staff to follow school, local, state and federal rules, regulations, policies and procedures ensuring that staff members meet expectations;
- Ensures staff provide quality meals and friendly service appropriate to a public school environment;
- Maintains knowledge of the principles and practices of food service administration, team building and customer service;
- Maintains knowledge of federal, state and school system regulations and requirements regarding bookkeeping and accounting of funds collected in school cafeterias;
- Manages the maintenance needs of large kitchen equipment;
- Procures equipment using guidelines established by the proposals for quotes/bids to Director for approval which are compliant with local Board policies, State and Federal laws;
- Reviews food orders to ensure compliance with ordering practices and to maintain appropriate inventory levels;
- Manages work schedules for staff based on meals per labor hour and submits recommendation to adjust as needed to the Director; and
- Participates in the preparation and administration of the assigned budget, monitors expenditures and makes budget recommendations.

QUALIFICATIONS:

- Possession of a Bachelor's degree from an accredited institution in business, restaurant and hotel management or nutrition, institutional administration;.
- Minimum of five (5) years leadership experience in employee supervision and evaluation preferably in food service work in a school, hospital, industrial, or other large-scale multi-site food operation.

TERMS OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the Supervisors and Administrators salary schedule for eleven and twelve-month employees– Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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