

Position:	Supervisor of Food Services/Warehousing	FLSA: Exempt
Department:	Food Services/Warehousing	Salary Grade: Classified Management - Range I
Reports to:	Chief Business Official or Designee	

OVERALL OBJECTIVE AND SUMMARY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Assists chief business official or designee in overall monitoring of school food service and warehouse operations, maintaining quality control standards, procedures, and regulations. There is a special emphasis on menu planning, nutrient analysis, food service employee supervision & training, including computerized Point of Sale System training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Assists in managing and overseeing the activities and operations related to the District Food Services system.
- Responsible for cost controls, revenue and bottom line profits. Trains and directs school managers in USDA policy and procedures.
- Assists in the supervision of the warehouse functions, District mail delivery, and fixed assets inventory system.
- Facilitates district compliance with U.S.D.A. rules and regulations governing NSLP, SBP and related areas.
- Approves all financial transactions including payroll reports and vendor payments; monitors monthly financials and cash flow budgets; determines labor needs, assists in budget development.
- Remains current concerning pending and existing State legislation relative to student Food Services.
- Assists in the supervision, selection, training, motivating and evaluating of personnel; provides and/or coordinates staff training; assigns/coordinates work schedules, activities and projects; reviews and evaluates work products, methods and procedures, and works with employees to correct deficiencies; participates in the implementation of discipline procedures.
- Serves as liaison for food services with school sites, the district office, parents, teachers and students; negotiates and resolves sensitive and controversial issues. Serves as a liaison between school administration, kitchen employees & office staff.
- Plans and coordinates catering menus; supervise and implement profitable catering program.

- Monitors and ensures adherence of safe work practices. Coordinates development and implementation of training and safety programs; assists in development, implementation, and scheduling of staff meetings.
- Assists in the supervision of the food services office, checks data and orders for accuracy, signs payroll, approve invoices and purchase orders, and assigns office duties to personnel as needed.
- Reviews, and writes memorandums; prepares technical reports including cost analysis for food and labor; prepares statistical breakdowns and analyses of various programs; writes daily reports.
- Assisting the chief business official or designee, will be responsible for planning the menus for all programs, creating standardized recipes, production records, and conducting nutrient analysis. The position will also be responsible for the coordination of all nutrition education efforts in the district.
- Serves on a variety of committees as assigned.
- Assists in the supervision of assigned personnel and provide technical direction and coordination of the various National School Food Service programs in an assigned area.
- Assists with property accounting, inventory records, and warehouse control. Directs the disposal of surplus furniture and equipment.
- Responsible for overseeing required record keeping, personnel, labor hours, food cost, profit and loss, work schedules, documenting staff performance, etc. in assigned schools.
- Performs other duties as assigned that support the overall objective and mission of the position and department.

QUALIFICATIONS:

Knowledge of:

- Operational characteristics, services and activities of a food services and nutrition program.
- Operational practices in and principles of Food Services management in a large institutional arena, including efficient and economical employee scheduling.
- Purchasing, marketing, merchandising and accountability.
- Food production, cooking, catering, menu development, nutrition and related experience.
- Procedures, methods and techniques of personnel interaction, discipline & instruction.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Standard food safety & sanitation requirements.
- District operations, goals and objectives.
- Computer operations and database management, and computer-based systems and their applications.
- Demographic and multicultural characteristics of the community served by the District.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Safely and efficiently operate all types of equipment.

- Manage, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Understand and use complex computer spreadsheets, word documents and financial reports.
- Oversee and supervise the operations, services and activities of the Food Services/Warehousing Department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Generate and evaluate Food Services data using the Food Services computer system.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Be self motivated and approach problem solving proactively.
- ♦ Demonstrate intellectual capabilities.
- Obtain and maintain a Serve Safe Certificate.
- Operate standard office equipment including use of basic computer applications.
- Use English, both written and verbal, using correct spelling, grammar and punctuation.
- Establish and maintain cooperative working relationships with others.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Pass a qualifying employee entrance evaluation.
- ♦ Maintain mental capacity, which allows the capability of making sound decisions.

ENVIRONMENTAL CONDITIONS

Office and cafeteria environment; exposure to heavy and hot kitchen equipment.

PHYSICAL ABILITIES

This position requires:

- The ability to lift 50 lbs.
- Sitting, standing, stooping or bending for prolonged periods of time.
- Sufficient vision to read printed materials.
- Sufficient hearing to conduct conversations in person and over the telephone.
- Sufficient body movement and physical mobility to drive a car.
- Sufficient dexterity to write, operate telephone and office business machines.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- The ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- The ability to perform repetitive arm and shoulder motions with moderate exertion.
- Visual acuity and depth perception to operate equipment and read safety materials.
- Hearing and speaking effectively in order to exchange information.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade is required. Combination equivalent to: specialized school in culinary arts, food service management or nutrition services, supplemental college level course work in public administration, personnel management or a related field is desirable. May require joining SNA/CSNA for ongoing educational training.

Experience:

A minimum of four years of increasing responsibility in Food Services and operations including certification as an instructor and two years of lead or supervisory responsibility required. Experience in food production, catering, purchasing, marketing, merchandising and accountability required. Experience in the operation of a school Food Services program is desirable.

LICENSES, CERTIFICATIONS, AND TESTING REQUIRED:

- Valid California Driver's License
- Possession of/or the ability to obtain a Serve Safe Certificate