

Position:	Food Services Supervisor	FLSA: Non-exempt
Department:	Food Services	Salary Grade: Supervisor
Reports to:	Director of Food Services	

OVERALL OBJECTIVE AND SUMMARY

Assists Director of Food Services in overall monitoring of school food service operations, maintaining quality control standards, procedures, and regulations. Special emphasis on menu planning, nutrient analysis, food service employee supervision & training, computerized Point of Sale System training.

Works under the general direction from the Food Services Director to coordinate and review the work of food services staff. Assigned to provide safe and timely food services for District students, staff or faculty. Performs a wide variety of duties related to the organization, safety and efficiency of the District Food Services program. Exercises considerable judgment and discretion in accounting for the efficient and effective use of staff, supplies, equipment and time in providing optimum service. Responsible for applying sound supervisory techniques and recommending personnel actions such as hiring, termination, promotion and evaluation. Has direct input into the department budget, goals and objectives, policies and procedures.

Senior level position in the Food Services Department requiring specialized experience and skilled training in the area of food production, quality control & staff supervision. Receives supervision from the Director, Food Services. Exercises direct supervision of technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Director of Food Services in managing and overseeing the activities and operations related to the District Food Services system.
- Responsible for cost controls, revenue and bottom line profits. Direct school managers in USDA policy and procedures.
- Facilitate district compliance with U.S.D.A. rules and regulations governing NSLP, SBP and related areas.
- Approve all financial transactions including payroll reports and vendor payments; monitor monthly financials and cash flow budgets. Determine labor needs. Assist Director in budget development.
- Assign work activities and projects; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Remain current concerning pending and existing State legislation relative to student Food Services.
- Assist in the supervision, selection, training, motivating and evaluating of personnel; provide and/or coordinate staff training; work with employees to correct deficiencies; participate in the implementation of discipline procedures.

- Serve as liaison for Food Services with school sites, the District office, parents, teachers and students; negotiate and resolve sensitive and controversial issues.
- Plan and coordinate schedules, coordinate the use of Department staffing, and arrange for substitute staffing assignments.
- Plan and coordinate catering menus; supervise and implement profitable catering program.
- Monitor and ensure adherence of safe work practices. Coordinate development and implementation of training and safety programs; assist in development, implementation, and scheduling of staff meetings.
- Assist in the supervision of the food services office, check data and orders for accuracy, sign payroll approve invoices and purchase orders, and assign office duties to personnel as needed.
- Review, and write memorandums; prepare technical reports including cost analysis for food and labor; prepare statistical breakdowns and analyses of various programs; write daily reports.
- Assisting the Director, 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.
- Supervise Food and Nutrition Services personnel and provide technical direction and coordination of the various National School Food Service programs in an assigned area..
- Responsible for overseeing required record keeping, personnel, labor hours, food cost, profit and loss, work schedules, documenting staff performance, etc. in assigned schools.
- Serve as a liaison between school administration, kitchen employees & office staff.
- Perform other duties as required to accomplish the objectives of the position.

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 and Nutrition 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 a self starter, "think out of the box" type of person.
- Maintain effective audio-visual discrimination and perception needed for:
 - ◆ Making observations.
 - ◆ Communicating with others.
 - ◆ Reading and writing.
 - ◆ Operating assigned equipment.
- Maintain mental capacity which allows the capability of:
 - ◆ Making sound decisions.
 - ◆ Demonstrating 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.
- Operate a personal computer.
- 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.

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.

- 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.
- Hear and speak to exchange information.

EDUCATION AND EXPERIENCE

Equivalent to completion of the twelfth grade is required. Specialized school in culinary arts, food service management or nutrition services required. Supplemental college level course work in public administration, personnel management or a related field is desirable. May require joining ASFSA/CSFSA for ongoing educational training.

A minimum of five 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:

- Possession of a clean DMV record with California Department of Motor Vehicles.
- Possession of/or the ability to obtain a Serve Safe Certificate.