



Romoland School District

JOB DESCRIPTION

FOOD SERVICE FIELD SUPERVISOR

DEFINITION:

Under direct supervision of the Director of Food Services, plans, coordinates, inspects, supervises and monitors all food services and catering activities at all school sites; assures adherence to laws, standards, and district guidelines. Actively assists the Director of Food Services with the planning, organizing and personnel management of the District wide food service operations.

Examples of Duties

- Drives to and visits assigned school food service operations to observe methods, practices, and procedures to assure compliance with all laws, regulations and policies
- Communicates with staff, co-workers, students and public to resolve issues and conflicts and exchange information
- Evaluates effectiveness of equipment utilization, workload, and menu planning
- Suggests improvements in food preparation methods, efficiency, and recipes
- Oversees and monitors adherence to all safety and sanitation regulations and requirements
- Provides training and assistance to site leads and food service personnel as needed
- Evaluates work performance of site leads and food service personnel
- Participates in disciplinary meetings and evaluations as necessary
- Assists food service staff in processing and collecting NSLP Meal Applications
- Participates in developing and implementing marketing strategy for food service operations
- Makes oral and written directives to food service employees
- Monitors all programs to ensure compliance with applicable state, federal, local and district regulations and policies
- Oversees, assists and monitors all catering functions
- Prepares and serves meals as needed
- Operates, safely, routine kitchen appliances and equipment
- Sets or turns off security devices and alarms
- Maintains various files and records as directed
- Collect and make bank deposits daily of deposits from all sites and District Office
- Communicates and works cooperatively with sites, co-workers, students and public
- Attends trainings and meetings as directed
- Accomplishes tasks in a safe, timely, and legal manner
- Performs other job related duties as directed

Qualifications

Ability to:

Operate a motor vehicle safely; supervise, train and evaluate effectively; provide leadership in nutrition education; analyze situations accurately and adopt an effective course of action, interpret, apply, and explain rules, regulations, policies and procedures effectively; perform duties without close supervision; communicate effectively in oral and written forms; understand and follow oral and written instructions in an independent manner; read and write English at a level required for successful performance; make arithmetical calculations; safely operate equipment, materials, and chemicals; understand and adhere to acceptable sanitation programs; meet the physical requirements necessary to safely and effectively perform required duties; maintain consistent, punctual and regular attendance; establish and maintain effective working relationships while communicating in a courteous, tactful manner, understand and be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of those contacted in the performance of required duties.

Knowledge of:

Nutrition and nutrition education; applicable provisions of federal, state, and local laws, regulations and policies; program evaluation methods; advanced concepts of work simplification, safety, sanitation and work scheduling as applicable to food services; principles and practices of supervision and training; kitchen equipment, computers and software to perform duties; principles of quantity food production including preparation, transporting and nutrition.

Education and Experience:

High school diploma or equivalent; college coursework in commercial nutrition service operations or closely related field or three years experience in food service management. An Associate degree in a nutrition related field may be substituted for 1 year of management experience. A bachelor's degree in a nutrition related field may be substituted for 2 years of management experience.

Licenses and/or Certificates:

Must possess and maintain a valid and appropriate California Driver's License, and ability to meet and maintain qualifications for District vehicle insurance coverage and California Food Safety Certificate (ServSafe).

Other Requirements:

Proof of Tuberculosis clearance prior to employment, and every four years thereafter; fingerprint clearance by the California Department of Justice.

Physical Demands and Working Conditions:

Essential physical requirements, which the candidate must possess, are indicated with an "E".

- Visual ability to read handwritten or typed documents, instructions and display screen of various office equipment and machines. **E**
- Able to hear normal range verbal conversation (approximately 60 decibels). **E**
- Able to conduct verbal conversation. **E**
- Able to sit, stand, stoop, kneel, bend and walk. **E**
- Able to climb slopes, stairs, steps, ramps and ladders. **E**
- Able to push and/or pull a variety of tools and equipment weighing up to 50 pounds. **E**
- Able to lift up to 30 pounds frequently. **E**
- Able to lift up to 50 pounds occasionally. **E**
- Able to sustain strenuous manual labor for 1 hour. **E**
- Able to stand for extended periods of time. **E**
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to sustain strenuous physical effort; 1 hour per day, moderate physical effort; 1 hour per day, light physical effort. **E**
- Able to work at various elevated heights in a safe and effective manner. **E**
- Able to work with cleaning solutions, disinfectants, sanitizers and chemicals in a safe and effective manner without allergic reaction. **E**
- Able to operate a variety of powered and manual equipment commonly found in food service in a safe and effective manner. **E**
- Able to work in a wide range of temperature changes involving kitchen heat and walk-in freezer cold. **E**

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

Employment Status: Classified Management
 Salary Schedule