

JOB TITLE: FOOD SERVICE SUPERVISOR

QUALIFICATIONS:

1. High school diploma, equivalent (GED), or demonstrated proficiency through previous job experience and/or training in related performance responsibilities listed below.
2. Must be able to exhibit a neat and clean appearance while performing all job duties.
3. Must have a workable knowledge of large quantity food preparation.
4. A minimum of three years experience in institutional meal planning and preparation.

REPORTS TO: Assistant Superintendent

SUPERVISES: Food Service Staff

JOB GOAL: To provide nutritional meals for all students in the district.

PERFORMANCE RESPONSIBILITIES:

1. Maintain confidential nature of all school-related matters.
2. Demonstrates knowledge of a reimbursable meal or snack (components and quantity)
3. Demonstrates knowledge of current accounting practices
4. Demonstrates ability to supervise and instruct food service staff of USDA School Meal Programs
5. Demonstrates knowledge of food serving and holding temperatures
6. Demonstrates knowledge of equipment maintenance and cleaning according to current sanitation principles
7. Demonstrates knowledge of current safety regulations and requirements
8. Practices high standards of personal hygiene and safety in mode of dress
9. Demonstrates ability to supervise and instruct food service staff in current sanitation and safety regulations and requirements
10. Demonstrates ability to supervise and instruct food service staff in the proper care, cleaning and maintenance food service equipment
11. Demonstrates knowledge of various cooking methods for a variety of foods
12. Demonstrates knowledge of and ability to read, calibrate and interpret recipes to achieve a quality, standardized product
13. Demonstrates knowledge of proper cooking techniques and temperatures
14. Possesses a knowledge of the dietary guidelines and incorporates these guidelines in the food service program
15. Demonstrates ability to supervise and instruct food service staff in current food preparation and service techniques
16. Plans menus to encourage healthy food choices to promote the food health of the district's students and staff
17. Demonstrates ability to modify menus and recipes to promote dietary guidelines
18. Demonstrates ability to supervise and instruct food service staff about the dietary guidelines and how to implement these guidelines in the school food service program
19. Demonstrates understanding of standard methods of portioning food to maximize

- servings per recipe and to fulfill USDA meal program requirements
20. Encourages maximum conservation of utility use (electric, gas, water)
 21. Demonstrates knowledge of proper food disposal and care practices
 22. Demonstrates ability to supervise and instruct food service staff in the use of resources in safe, environmentally sound, cost effective methods
 23. Demonstrates respect, understanding and acceptance of food service customers
 24. Demonstrates ability to communicate with students, staff, parents and the community
 25. Demonstrates ability to supervise and instruct food service staff to interact with students, staff and the community
 26. Sets an example of professional behavior
 27. Strives to promote a positive image to the public through positive actions, words and deeds
 28. Strives to promote program to increase participation
 29. Demonstrates ability to forecast food usage to avoid overages or shortages
 30. Demonstrates ability to purchase products in an ethical, timely and cost effective manner
 31. Demonstrates ability to control inventory to avoid shortages
 32. Demonstrates ability to coordinate inventory control and maintenance with shipping and receiving clerk
 33. Demonstrates ability to prepare and monitor food service budgets
 34. Demonstrates ability to monitor and maintain positive food service accounts balances
 35. Other duties as assigned by Assistant Superintendent.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed:_____ Date:_____
(Food Service Supervisor)

Signed:_____ Date:_____
(Assistant Superintendent)