

FOOD SERVICES SUPERVISOR

The Food Services Supervisor is delegated the responsibility to supervise all aspects of cafeteria operations in the schools throughout the district. This person is directly responsible to the Assistant Superintendent for Business or designee in all matters involving cafeteria operations.

Policy Adopted:
August 28, 1973
Policy Revised:
December 16, 1991
Policy Reviewed:
October 24, 2016
Policy Reviewed:
August 28, 2017
Policy Reviewed:
August 27, 2018
Policy Revised:
August 26, 2019
Policy Reviewed:
August 24, 2020
Policy Revised:
October 18, 2021
Policy Revised:
October 24, 2022
Policy Revised:
October 23, 2023
Policy Reviewed:
October 28, 2024

Administrative Regulation**FOOD SERVICES SUPERVISOR**

The duties of the food services supervisor shall include:

1. Assisting in the selection of personnel for cafeteria work. The applications are submitted to the office of Human Resources for action by the Board of Education prior to final selection for employment.
2. Supervising all cafeteria personnel. Recommendations for dismissal or discipline of personnel must be reviewed and approved, in advance by the Assistant Superintendent for Business or designee.
3. Assigning all cafeteria workers to their respective positions. Revising assignments as change appears desirable for the benefit of the organization. If change is for disciplinary reasons, notify the Assistant Superintendent for Business or designee in advance of this change and outline the reasons involved.
4. Planning all menus to be served in the school cafeterias according to the state and federal guidelines.
5. Planning for the checking of daily receipts and collecting of these receipts for depositing to the cafeteria account.
6. Ordering all foods to be used by the cafeterias.
7. Organizing monthly bills for payment. Submit these to the office of Accounting for payment.
8. Making necessary reports for cafeterias.
9. Working cooperatively with the principal of each school, recognizing the fact that the cafeteria is a part of the particular school's administrative organization. In many instances, decisions should be made about a single cafeteria in cooperation with the principal of that school. In cases of debate, the final decision may have to include the Assistant Superintendent for Business or designee.

Regulations Adopted:

August 28, 1973

Regulations Revised:

December 16, 1991

Regulations Revised:

October 24, 2016

Regulations Reviewed:

August 27, 2018

Regulations Revised:

August 26, 2019

Food Services Supervisor Regulations (Continued)

Regulations Reviewed:

August 24, 2020

Regulations Revised:

October 18, 2021

Regulations Reviewed:

October 24, 2022

Regulations Revised:

October 23, 2023

Regulations Reviewed:

October 28, 2024