

## FOOD SERVICE SUPERVISOR

### POSITION TITLE:

Food Service Supervisor

### PRIMARY FUNCTION:

Planning and supervision of the school lunch program including purchasing, meal planning, and supervision of lunchroom personnel.

### KEY DUTIES:

1. Purchase all foods and requisition equipment needed in the lunch program.
2. Maintain inventory records of the lunch program.
3. Supervise and evaluate kitchen personnel.
4. Administer food service personnel substitute schedule.
5. Develop, type, and publish or copy menu weekly.
6. Participate in the selection process of new personnel.
7. Job-assignment for assistant cooks.
8. Evaluate performance of food service personnel.
9. Responsible for lunch money collection and deposit.
10. Use computer to analyze nutritional value of meals.
11. Provide a monthly menu calendar for publication.
12. Be able to squat, climb ladders, sustain prolonged standing, lifting (up to 50 lbs.), and handling of equipment required for the job.
13. [Perform food preparation and cleaning duties as necessary.]
14. Prepare and submit monthly reimbursement report.
15. Assume responsibility for collecting and approving free and reduced meal applications.
16. Assist Superintendent with the free and reduced meal application verification process.
17. Conduct the annual on-site monitoring evaluation.
18. Assume any other task assigned by the superintendent.

### QUALIFICATION:

High School Educations, some background in food quality control and purchasing, and at least one-year experience as an assistant cook.

### ORGANIZATIONAL RESPONSIBILITY:

Will be responsible to the superintendent and will supervise school food service personnel.

### WORK SCHEDULE:

6:45 a.m. – 2:00 p.m. Monday thru Friday on a 9.5-month contract.

### SALARY:

Salary will be set by the Board of Education annually.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to tolerate exposure to higher-than-average room temperature and humidity. The employee must be able to tolerate noise, movement, fast-paced environment, cleaning supplies and associated odors. The employee must be able to lift, pull, or push up to 10 pounds, frequently up to 25 pounds, and occasionally up to 50 pounds. Must be able to stand and/or walk for long periods of time. Many situations require hand motion, e.g., computer keyboard, typing, and writing. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is frequently involved in social interactions, which require oral and written communications. [The employee should possess sufficient hearing to hear conversations in person and on the telephone.]