Job Description
MOORE PUBLIC SCHOOLS

Job Title: Child Nutrition Area Supervisor

Qualifications:

Credentials: County Health Card

Education: High School Diploma, GED or equivalent experience is required in lieu of high school degree

Training or Experience Required:
Must demonstrate aptitude for performing tasks in large scale food preparation; Must have at least 5 years experience in volume food preparation and ability to get along with people.

Special Skills, Knowledge, Abilities:

Must be not only skilled in cooking/baking and serving/clean up but must also enjoy working around children. Must be able to work at a quick pace to serve students in an orderly efficient manner. Must be able to oversee work of other cooks, train them on all equipment and operations.

Communication Skills (oral, written or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals, and/or percentages. Must be able to adapt recipes to the number of portions to prepare.

Reading and Interpreting: Must be able to read and understand recipes, rules and regulations, etc.

Tools and Equipment Usage: Uses all food service tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the steamers, slicer, mixers, dish machines, ovens.

Site: Various

Reports To: Child Nutrition Director

Job Goal (Purpose of Position): Oversees and performs skilled level and supervisory level food service duties under limited supervision of a Director to oversee the preparation and serving of delicious and nutritious meals and serving and cleaning up after the students/teachers eat. The goal is to prepare a well balanced meal with a high quality of taste and appearance. In addition, the goal is to do proper paper work to handle money or other charges/non charges and to properly record information for reimbursement. In addition to duties associated with that of Supervisor, the Area Supervisor must oversee the reporting/record keeping functions at schools, review any stock/inventory replacement, and to oversee training of cooks, cashiers, and managers.

Contact with Others: An incumbent in this position has regular contact with members of own staff and students. The employee must not only enjoy working with children but must set a proper example for other cooks.

Other Performance Measures:

Successful performance of the job requires good people skills to work with students, teachers, and fellow employees. It requires following and enforcing safety guidelines and policies to avoid accident and injury. It requires following and enforcing school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self-discipline to get the work done.

PERFORMANCE RESPONSIBILITIES:

1. Trains new managers, cashiers as to their duties in the lunchroom as well as training them on software programs. Help set-up kitchens and serving lines for more efficiency. Train managers and assistant managers on computer program.

2. Fills in for managers, cashiers and workers when necessary.

3. Delivers food and supplies in emergencies.

4. Responsible for checking out lunch tickets to managers and keeping accurate record of all tickets - date checked out - number and type of tickets.

5. Observes managers and workers, sees that Federal Regulations are met and carried out in the lunchroom.

6. May assist with processing certification applications on the local level and keeping accurate record of certified personnel.

7. Keep all supplies and forms for managers in stock

8. Edit check sheet (count sheet)

9. Help managers collect charges if possible, check revenue report daily for accuracy. Watch elementary charges, attach money break down (pink slip) to daily revenue, and make corrections.

10. Responsible for Accu-tabs. Make sure Accu-Tabs are repaired, and that there is a back-up unit available.

11. Edit check sheet (count sheet) enter breakfast and lunch counts each week into the computer. Check free and reduced counts each day. Contact schools when correction is necessary. Check counts at the end of each month. Sign and date edit check sheets monthly.

12. Help dispatcher with substitutes.

13. Responsible for keeping record of all certification points for child nutrition personnel. Report changes to personnel yearly.

14. Create production records for elementary and secondary.

15. Help prepare menus.

16. Purchase supplies for office and schools.

17. Check inventories and makes grocery orders for elementary and secondary.

18. Perform other duties and assignments as given by Child Nutrition Director.

Supervision Exercised: An incumbent supervises other Child Nutrition managers, Cooks, Cashiers, etc.

Physical/Mental Requirements and Working Conditions:

Since about 60-70% of the time the Area Manager is at the site preforming training or acting as a Manager, see the requirements and working conditions in that description. The other 30-40 % is administrative duties.

Must possess the visual requirements to be aware of surroundings especially relative to work output and safety concerns. Must have the hearing/speaking ability to communicate with employees, patrons, and students in person. Must be able to run cash registers, operate all machine/equipment, and drive a vehicle order, and deliver.

Job requires working around noise of machines and equipment; in fluctuating temperatures and in humid environments, around some hazardous equipment (mixers, slicers, steamers), boiling liquids and very hot ovens, stoves, dishwashers, etc. Must be

able to work around spills/slick floors and other impediments on occasion. Must observe safe working conditions and watch for other safety and health.

TERMS OF EMPLOYMENT:	220 days
SALARY:	Salary to be established by the Board
EVALUATION:	Performance of this job will be evaluated in accordance with Board policy.

Approved: 09-14-98
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