Job Description 8.11
Moore Public Schools

Job Title: Quality Control Supervisor
Child Nutrition Department

Qualifications:

Credentials: 3 to 5 years relevant experience in school food service or in a commercial food service industry with focus on operations and quality assurance.

Education: High school diploma or GED is required

Special Skills, Knowledge, Abilities:

- Strong supervisory, leadership, hands-on management and coaching skills
- Good communication skills both written and verbal
- Ability to communicate on various levels to include management, departmental, student and school faculty levels
- Strong financial, budgetary, and food control practices
- Proficient computer skills to include; various computer programs, Fastlane, VBoss, Microsoft Office programs, e-mail and the Internet
- Ability to multi-task as well as stay on task and concentrate with constant interruptions
- Knowledge of USDA principles and safe sanitary food handling principles
- Exhibit courtesy, tact and reasonable speed in performance of duties

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 on the job training.

Site: **Various**

Reports to: **Child Nutrition Director and Assistant Director**

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Job Goal (Purpose of Position): The Quality Control Supervisor will provide work to achieve implementation and compliance of Moore Public School Child Nutrition Standards and local/County jurisdiction public health standards. Additionally, the Quality Control Supervision will support other various trainings in conjunction with safety and student satisfaction. Facilitate and support implementation of Moore Public School Child Nutrition Quality Assurance Standards in all operations. Provide weekly "Audits" in all operations on regular basis- at least one location daily support investigation process of alleged food borne illness reports, follow protocol, and enlist department quality assurance support Conduct Monthly Food Safety Inspections and delegate tasks for improvement; Conduct a recap of Food Safety Inspections. Review Records in each operation weekly to verify manager review of logs and records. Assist training of new personnel on USDA recipes and food safety procedures.

Contact with Others: An incumbent in this position has regular contact with Child Nutrition office and cafeteria personnel as well as students and teachers. Effective interpersonal interaction and public communication skills are essential to work with staff and students.

Essential Job Functions Performance Responsibilities:

1. Implementing, maintaining and assisting in documenting changes to quality assurance monitoring programs on products, raw materials, processes, and packaging to assure optimum quality.
2. Implementing and maintaining the Total Quality Control program within assigned areas of responsibility to assure Moore Public Schools processes and products meet all USDA and Moore Public Schools requirements.
3. Assisting the managers with implementation and maintenance of HACCP programs within their areas of assigned responsibility to assure continuous improvement of processes and products.
4. Assisting in the training and direction of employees to assure they understand specified USDA requirements, quality specifications, and quality assurance procedures.
5. Effectively communicating with the appropriate operations personnel to resolve day-to-day problems.
6. Assisting in the monitoring of departmental and District-wide goals to improve quality, maximize efficiencies, and minimize costs.
7. Support health inspections conducted at school sites, interpret and support corrective actions for non-compliance
8. Provide reports to the Director of Child Nutrition and/or Assistant Director with recap of health inspections with corrective actions

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9. Assist managers in finding solutions to quality assurance challenges due to individual site differences
10. Remain current with the industry through network associations and by attending workshops conferences as appropriate
11. Assist with HACCP systems and Standard Operating Procedures for Moore Public School Child Nutrition
12. Plan/lead quality assurance meeting agenda at manager meetings; Attend and participate in extended group team meetings
13. Engage in other various initiatives and training applicable to quality assurance; Interface as needed to provide detail reports, updates and data on food quality
14. Supports managers in conducting and documenting safety meetings, topics include (but are not limited to): MSDS, Safe Food Handling; Portion Control, Food Waste.
15. Assist in the development of menus
16. Performs other duties as may be assigned by the Director or Assistant Director.

Supervision Exercised: An incumbent supervise other managers, assistant managers and cooks

Physical/Mental Requirements and Working Conditions:

Walking/standing is required up to 3-4 hours per day. Ability to perform various motor skills such as; lifting, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

Must possess the visual require requirements to be aware of surroundings especially relative to work output and safety concerns.

Must be able to travel from one site to another on a daily bases.

Terms of Employment: 195 Days-7.5 hrs per day

Salary: Category D

Terms of Employment: To be assigned at time of employment

Approved: 05-12-08