



WALL TOWNSHIP PUBLIC SCHOOLS

Title: FOOD SERVICE SUPERVISOR

Reports to: Food Service Manager

Qualifications:

1. Minimum of three years experience in supervising a school food service program.
2. Serve-safe certified & and a member of SNA.
3. Experienced in Production Record Compliance and State Audits.
4. Knowledge of POS systems, food safety and sanitation principles
5. Alternatives as the Board may find appropriate and acceptable

Job Goal: Assists the Food Service Manager in ensuring the integrity and accountability of the child nutrition program through compliance with all federal and state regulations. Collaborates with the school district and the community to promote wellness policies. Assists the Food Service Manager in all managerial and supervisory duties.

Performance Responsibilities:

1. Supervises all cafeteria workers
2. Provides effective office organization and paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state and local regulations and policies.
3. Responsible for production records throughout the district and audits them to ensure program compliance.
4. Oversees cashiering activities involving the collection of monies, proper recording of receipts, and daily deposits to the bank.
5. Processes Free & Reduced applications as a determining official.
6. Responsible for food preparation for catering events and in the absence of the cook at the HS and WIS.
7. Communicates effectively with school administration, staff, parents, and vendors.
8. Inspects school lunch facilities and operations to ensure all state and federal guidelines are met.
9. Trains new personnel on POS system and cafeteria procedures.
10. Assists the Food Service Manager in administering personnel policies and evaluation of food service employees.
11. Works efficiently in the Food Service POS system and ensures food cost and prices are properly maintained.
12. Ensures high standards of safety, sanitation and meal quality at all schools.
13. Follows USDA Child Nutrition procurement regulations.
14. Assists in the scheduling of staff and the delegation of assignments.
15. Serves as a member of the school district's wellness committee.
16. Reads current information, attends workshops, courses, and conferences to keep current on all new USDA regulations and maintains continued education credits as necessary.
17. Checks equipment (freezer, refrigerator) during summer and during school vacations.
18. Performs other duties as assigned by the Food Service Manager.



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Terms of Employment: This job description shall be subject to and consistent with the terms and conditions of the Bylaws, Policies, and Regulations of the Wall Township Board of Education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certified staff.

Approved: September 15, 2026