SUPERVISOR OF FOOD SERVICES
JOB DESCRIPTION

JOB INFORMATION

TITLE:	Supervisor of Food Services		
EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES:	601
SHIFT:	7.75 hours per day, M-F for 200 days 7.75 hours per day, M-Th in the summer for 32 days		
TERM OF EMPLOYMENT:	Full Time, 12 Month Position		
HOLIDAYS:	As Per School Calendar		
LOCATION(S):	District Administration Office		
RATE OF COMPENSATION:	Per the Classified Compensation Plan		
FSLA:	Exempt_____ Non-Exempt _		
Last Edited On:	10/11/2023	Board Approval Date:	11/13/2023

ORGANIZATION

DEPARTMENT: Food Services

REPORTS TO: Business Manager

JOB SUMMARY AND QUALIFICATIONS

SUMMARY

This classified staff position is responsible for serving as the School Food Authority responsible to coordinate the Food Services operation with PDE and the District's food service contractor. Additional duties include supporting the District's transportation operations.

QUALIFICATIONS

The Supervisor of Food Services shall:

a. Possess a high school diploma;
b. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
c. Possess a minimum of one (1) year of successful administrative clerical experience in a business or educationally related area; and
d. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Food Services
b. Transportation
c. Miscellaneous

FOOD SERVICE RESPONSIBILITIES

a. Serve as the School Food Authority ensuring the program operates within Commonwealth and Federal guidelines for the National School Lunch Program;
b. Maintain mandatory records required by the National School Lunch Program;
c. In concert with the Controller, post and maintain the Cafeteria Fund with daily expenses and revenues;
d. Ensure that all consortium students are identified with their home district in the software for reporting and billing purposes;
e. Send notifications to accounts that have charges over the $15.00 for staff and students;
f. Liaison with Special Education to ensure consortium or other students are entered into the POS;
g. Coordinate new staff information so it can be placed in the POS;
h. Check list of students that have been withdrawn and reentered;
i. File state and federal reports as required;
j. Keep track of paid and unpaid miscellaneous accounts served by the vendor (banquets and staff);
k. Pay bills for vendor, repairs or maintenance of kitchen and miscellaneous;
l. Send monthly bill to appropriate service providers for lunches;
m. Coordinate contracts with Yellow Breeches and High School; and
n. Read all correspondence.

TRANSPORTATION RESPONSIBILITIES

a. Serve as back-up / administrative duties support to the Supervisor of Transportation.
b. Prepare, review and submit required forms to PDE including PDE-1049 EOY Transportation Report and PDE-2089 Summary of Pupils Transported; download, review and submit changes for PDE-2576 Summary of Pupil Transportation Subsidy as required;
c. Maintain a copy of each bus driver's information and certification in the DAO; and
d. Provide BSSD HR with a copy of employment clearances for Act 34, 151 and 114 and required training certificates Act 126 and 71 along with any additional documentation required by law for an employee with direct contact;

MISCELLANEOUS RESPONSIBILITIES

The Supervisor of Food Services shall:

a. Point of contact for the assignment of District owned vehicles;
b. Perform other duties as directed by the District Administration; and
c. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers.
b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHSYICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for limited periods of time.
e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing
f. Moderate moving from 15 to 50 pounds.
g. Some carrying – up to 50 pounds.
h. Manual dexterity to use office equipment.

i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations.
b. Must be courteous and able to deal effectively with people.
c. Must be able to work as a member of a team.
d. Must be able to cooperative, congenial and service-oriented.
e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to complete tasks with minimal supervision.
c. Ability to read, write and do complex computations.
d. Ability to use correct grammar, sentence structure and spelling.
e. Ability to organize setting to efficiently accomplish tasks.
f. Ability to work independently and make work-related decisions.
g. Ability to exercise good judgment in prioritizing tasks.
h. Ability to communicate effectively.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor ofany and all reasonable accommodation requests.
c. The position specifications 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 information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.