

FOOD SERVICE SUPERVISORDEFINITION

Under the general direction of the Food Service Program Manager, assists in planning, organization and operation of food service programs; participates in the development and implementation of District policies; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is exempt under the provisions of the Fair Labor Standard Act. Responsible to the Food Services Program Manager for providing leadership and assuming supervisory responsibility. This position is a Classified Management Position.

ESSENTIAL FUNCTIONS

Coordinates the cafeteria operations of an assigned group of schools or production centers.

Assists with evaluating the performance of Food Service Managers, Cooks, and Workers. Works closely with them in resolving personnel and other problems.

Reviews work loads and recommends staffing patterns.

Recommends changes in hours, retention, transfer or dismissal of personnel.

Visits sites periodically and assures proper procedures and techniques are being followed. Suggests revisions in food preparation methods and practices and utilization of equipment.

Instructs and trains food service employees in financial record keeping and paperwork.

Makes recommendations for cost savings.

Assists managers in the interviewing, selection, and training of employees.

Serves as liaison between school site personnel and the Food Services Department.

Reviews orders and reports submitted by subordinate personnel.

Oversees point of sale systems including record keeping.

Assists the Program Manager in research, planning, and evaluation of current and proposed programs.

Assists and/or directs the catering function of the department including record keeping, ordering and service.

Interprets and applies provisions of laws, rules and District policies relating to various food service matters.

QUALIFICATIONSKnowledge:

The principles and practices of a large scale food service operation; financial record keeping; personnel regulations; supervising employees; point of sale systems, and child nutrition regulations and procedures.

Ability to:

Plan, assign and supervise the work of assigned personnel; read, understand, interpret and apply nutritional guidelines, state and federal regulations and employee contracts; explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion; maintain proficiency on computers, point of sale systems and related equipment and software; review and analyze work procedures and methods, and devise new methods; effectively compose letters, memoranda and bulletins and perform other clerical work with speed and accuracy; communicate effectively with groups of people in meetings and discussions; work cooperatively with school and district personnel, students and parents; train, plan and evaluate the work of others.

Experience:

Two years of school food service experience including experience in assisting in the management and direction of a large scale food operation.

Education:

Degree in food service preferred; additional approved qualifying experience may be substituted on a year for year basis with a minimum of four years of education and/or experience.

Board Approved: