

SUPERVISOR OF FOOD SERVICE

DEFINITION:

Under the direction of the Director, Food Services, assists in the planning, organization and operation of food service programs; overall monitoring of the school food service operations, maintaining quality control standards, procedures, and regulations.

QUALIFICATIONS:

Experience: Three years of administrative experience in school food service, hospital food service, institutional or contract food service programs or restaurant management

Education: Bachelor of Science Degree preferred, ideally in a field related to food service. Additional approved qualifying experience may be substituted on a year-for-year basis with a minimum of four years of education and/or experience.

Other: A valid California driver's license. ServSafe Certification preferable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director, Food and Nutrition Services Department:

- Provide technical assistance to the Director, Food Service Technicians and staff to implement program goals and objectives
- Know, understand and assist in implementing the requirements of the Child Nutrition Program
- Communicate with the Director on a continual basis, report and document the findings, problems and successes observed in individual schools
- Assist in developing and implementing professional growth for staff by providing appropriate training activities
- Assist the Director in determining staff requirements for each school
- Apply supervisory techniques and recommend personnel actions such as hiring, evaluations, retraining and termination
- Responsible for the supervision of the activities at assigned sites. Conduct regular on-site visits to assigned sites to observe methods, practices and procedures; review food service operations, analyzing effectiveness and ensuring compliance with laws and regulations regarding safety and sanitation
- Plan and conduct new employee interviews and orientations. Instructs and trains food service employees in record keeping and paperwork
- Serve as a customer service liaison for the department with school sites, parents, teachers and students; negotiate and resolve sensitive and controversial issues.
- Review orders and reports submitted by staff
- Monitor and ensure adherence to safe work practices. Assist with the coordination, development and implementation of training and safety programs and monitor completion of mandated professional standards. Recommend methods for increasing efficiency.
- Ensure that staff are constantly aware of all safety rules, regulations and first aid practices and that they comply with all safety and sanitation regulations
- Assist the Director in overall program management and overseeing the operational activities
- Assist in the research, planning and evaluation of current and proposed programs
- Attend meetings and activities as required
- Perform all other duties and responsibilities as may be assigned to the position

KNOWLEDGE:

- Principles and practices involved in large scale food service programs, menu planning, sanitation, and methods of preparing and serving food
- Production methodology and procedures in an educational, industrial, commercial, hospital, or government institution
- Financial record keeping, personnel regulations, supervising employees, point of sale systems and child nutrition regulations and procedures
- Use of computers and assorted software programs including Microsoft Word, Excel, Outlook, PowerPoint as well as web browsers
- Food cost accounting, storage, and inventory procedures

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ABILITIES AND SKILLS:

- 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
- Work cooperatively with school personnel, students, parents and community groups
- Organize and audit large-scale food service activities
- Plan and conduct training programs
- Establish and maintain effective relationships with those contacted in the course of work
- Communicate effectively both verbally and in writing with administrators, staff, students and the community
- Understand and follow verbal and written instructions
- Maintain records and prepare reports
- Maintain consistent, punctual and regular attendance

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: the ability to transport or move objects weighing up to 50 pounds; occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts often with fine print; operate tools and office equipment requiring repetitive hand movement and fine coordination; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- Employees in this position will be required to work indoors in a standard office environment, cafeteria and/or commercial kitchen work environment and come in direct contact with district staff and the public.
- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants.
- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate