

Southern Kern Unified School District

Position Description

Position Title: **Supervisor, Food Service**

Department: Child Nutrition

Reports To: Chief Business Official

Prepared By: Staff

Date: June 4, 2004

SUMMARY: Directs the District's Child Nutrition Program in conformance with local, state and federal regulations and requirements, including public health and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Oversees and coordinates the daily operations of the Child Nutrition Program to ensure that district standards of high quality are maintained
- Plans menus that conform to Federal regulations and provide nutritional and appetizing foods
- Monitors food production and service to assure that planned menus are followed and comply with meal requirements
- Evaluates meal costs and recommends changes as appropriate
- Processes and verifies free and reduced price meal applications
- Assures current input to the central office software program
- Maintains accurate files and records
- Provides orientation and training to Child Nutrition employees in areas of food production, sanitation, cafeteria equipment, inventory and record keeping procedures, efficient staff utilization procedures, including work scheduling, time and motion studies, and supervisory techniques, etc.
- Supervises, hires, and evaluates employees
- Requests and authorizes employee extra duty assignments
- Prepares attendance, timesheets and payroll reports
- Develops specifications for, solicits competitive prices and requisitions all food, equipment, and supplies for the department, maintaining appropriate inventory
- Receives, reviews, and reconciles bills and invoices prior to payment
- Maintains accurate revenue documentation and reconciles bank statements
- Prepares annual Child Nutrition budget

SUPERVISORY RESPONSIBILITIES: Supervises, coordinates, plans, organizes, and oversees all food service workers, functions, and operations of the Child Nutrition department.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED supplemented with college coursework in Business, Home Economics, Nutrition or related field. Coursework may include studies in mathematics, accounting, menu planning, personnel management, as well as safety and sanitation.
- Five years experience in school cafeteria, public, or private food service management with related experience or training
- Supervisory experience preferred
- Bachelor of Science in Food Service Management of Nutrition is optional

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups
- Ability to stimulate and motivate Child Nutrition personnel to high performance levels

MATHEMATICAL SKILLS:

- Ability to increase or decrease recipes
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply basic algebra and geometry concepts

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions furnished in written, oral, mathematical, diagram, or schedule form and deal with several abstract and concrete variables
- Ability to understand and explain complex rules and procedures
- Analyze Child Nutrition service operations and prepare reports

OTHER SKILLS and ABILITIES:

- Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping, and production schedules
- Previous experience in food service management
- Must have strong communication, computer and interpersonal skills
- Institute changes in procedures with tact and diplomacy
- Ability to apply knowledge of current research and theory in specific fields
- Ability to learn and utilize software programs as systems are upgraded
- Ability to establish and maintain effective working relationship with vendors, parents, students, staff, and the school community
- Ability to speak clearly and concisely, both in oral and written communications
- Ability to perform duties with awareness of all district requirements, Board of Education policies, and meet strict deadlines
- Hold a valid California driver's license

KNOWLEDGE OF:

- Federal and state laws and regulations governing Child Nutrition programs, such as USDA donated food usage, Free and Reduced Price Meal Programs, and competitive food sales
- Principles of supervision, nutrition, food preparation, and service
- Basic cost accounting techniques for price and portion control
- Ordering, receiving, storing and inventorying of foods and supplies
- Food handling, safety and sanitation standards and techniques
- Personnel rules and procedures of the district and fundamentals of good public relations
- Basic computer functions and related point-of-sale software programs

PHYSICAL DEMANDS: The physical demands 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.

- Regularly required to sit and talk or listen

- Frequently is required to walk and use fingers, tools, or controls
- Will repeat the same hand, arm or finger motion such as when typing
- Occasionally required to stand and reach with hands or arms
- Occasionally required to stoop, kneel and crouch
- Continuously required to interact with public and staff while meeting multiple demands
- Occasionally lift and/or move up to 30 pounds, such as cases of paper, records, or food
- Vision abilities required by this job include close vision, color vision and depth perception

WORK ENVIRONMENT: The work environment characteristics described here 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 very quiet
- The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, and work irregular or extended work hours

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.