

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SUPERVISOR OF SCHOOL FOOD SERVICE

QUALIFICATIONS:

- (1) Master's Degree in Business Administration, Educational Administration, Hotel and Restaurant Management or Food and Nutrition.
- (2) Seven (7) years of successful experience in large food service operations, including three (3) years in a supervisory role.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of State Board of Education regulations, state statutes, federal laws, USDA regulations as they relate to food service, purchasing, records retention, nutrition, financial planning, and warehousing and distribution. Ability to plan and manage a variety of functions. Skill in written and oral communications. Ability to manage the District's food service and distribution needs. Computer proficiency and knowledge of accounting and software used in financial management.

REPORTS TO:

Assistant Superintendent for Business and Finance

JOB GOAL

To provide an excellent nutritious food service program for students in participating schools, to provide leadership in implementing nutrition education programs, and to meet all federal, state, and District standards.

SUPERVISES:

Warehouse Foreman
Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

SUPERVISOR OF SCHOOL FOOD SERVICE (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assume responsibility for the purchase and warehousing of food and supplies for all operations within the food service program.
- * (2) Assume responsibility for the development and publication of standardized menus ensuring nutrition and program compliance.
- * (3) Develop procedures for the transfer and disposition of capitalized equipment and furniture.
- * (4) Develop and recommend specifications for the initial purchase of school food service equipment.
- * (5) Coordinate the development of kitchen layout and equipment specifications required for new construction and remodeling projects with assigned architects and facility planning personnel.
- * (6) Monitor food service operations at each school from both a fiscal as well as program perspective, and in conjunction with the school principal, evaluate the quality of staff performance.

Interagency Communication and Delivery

- * (7) Assist in maintaining a positive public relations program.
- * (8) Confer with principals and managers in developing participation standards.
- * (9) Meet periodically with supervisors to keep informed of activities.
- * (10) Meet periodically with managers to maintain constructive flow of information.
- * (11) Meet periodically with warehouse and distribution personnel for information and motivation.
- * (12) Develop and present periodic reports / analysis for the food service and distribution programs.
- * (13) Interpret the food service program goals and activities to the public.
- * (14) Make and share decisions in a timely manner.
- * (15) Assist school staffs, parents and students in promoting good nutrition and sanitation in the food service program.

Professional Growth and Improvement

- * (16) Plan, promote, and organize training programs for personnel at all levels in the food service program.
- * (17) Attend state and federal meetings to stay abreast of recent changes in regulations.
- * (18) Set high standards and expectations for self and others.
- * (19) Develop leadership training for food service and warehouse management.

Systemic Functions

- * (20) Plan and manage the District's food service budget.
- * (21) Demonstrate support for the District's vision, mission, goals, and priorities.
- * (22) Develop and implement a system for collecting, analyzing, comparing, and reporting costs on both an aggregate and unit basis for each school operation, in order to evaluate cost-effectiveness of each program.
- * (23) Develop and implement financial policies and procedures necessary for proper fiscal control and operation of the food service program.
- * (24) Assist each school principal in the supervision of all school food service employees, including interviewing, recommending for appointment, recommending for re-appointment, transferring, and terminating.
- * (25) Assume responsibility for the preparation of required District, state and federal reports.
- * (26) Assume responsibility for the establishment of staffing formulas, job classifications, and personnel guidelines as necessary.
- (27) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (28) Develop an annual needs assessment for the food service program.
- * (29) Maintain proper records and reports as required.
- * (30) Oversee billing and purchasing procedures assuring compliance with state and federal laws.
- * (31) Prepare all required reports and maintain appropriate records.

SUPERVISOR OF SCHOOL FOOD SERVICE (Continued)

- *(32) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- *(33) Facilitate problem-solving by individuals or groups.
- *(34) Respond immediately to emergency situations.
- *(35) Coordinate the evaluation of the food service program annually as required by federal regulations.

*Essential Performance Responsibilities