



JOB DESCRIPTION – Supervisor of Food Service

JOB GOAL:

Provide an exceptional food service program for the district by providing quality, nutritious meals for students while effectively managing all aspects of program administration. Understand Federal USDA regulations pertaining to food service, purchasing, and distribution. Plan, implement, and manage the District's program for administering the General Education Development (GED) Test. Ensure compliance and the security of the GED Test, testing environment, and work with all stake holders in maintaining superior GED Test standards.

QUALIFICATIONS:

1. Must have a High School Diploma or equivalent.
2. Must be certified through the American Food Service Association and/or be willing to obtain certification.
3. Must possess supervisory ability.
4. Must be certified, or willing to obtain certification, to administer the General Education Development (GED) Test.
5. Must provide written references to the Superintendent upon request.

REPORTS TO: Assistant Superintendent of Schools

SUPERVISES: Lunchroom Managers & Lunchroom Workers

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of local, state, and federal regulations regarding school food service nutritional standards, dietary guidelines, and reporting requirements;
2. Knowledge of state and federal regulations regarding the community eligibility program and the processing of free and reduced price applications;
3. Knowledge of state and federal food service regulations relating to procurement, commodity processing, records retention, financial planning and warehousing/ distribution;
4. Knowledge of all federal, state, & local health, sanitation, and safety policies related to the prep of meals;
5. Knowledge of facilities management and maintenance including facility design, equipment specifications, and guidelines for warehouse management;
6. Knowledge of K-12 food service software programs and other applications (Word, Excel, Outlook);
7. Ability to create grant applications and secure funding from federal, state, and third-party sources;
8. Knowledge of state statutes and district policies as they relate to assessment;
9. Ability to manage and use assessment systems required GED Testing;
10. Knowledge of and ability to use student information system (FOCUS);
11. Ability to use technology to enhance management of food service and assessment;
12. Ability to manage finances and departmental budgets.
13. Ability to supervise food service staff and facilities.
14. Ability to plan, organize and manage a variety of functions.

PERFORMANCE AREAS: Food Service & GED Testing

PERFORMANCE RESPONSIBILITIES:

Service Delivery:

1. Direct and coordinate all activities necessary for implementation, operation, evaluation, and improvement of the District's school food service program.
2. Communicate effectively with the public, co-workers, school personnel, parents, students, and administrators.
3. Develop and administer policies, procedures, and guidelines consistent with district, state, and federal regulations.
4. Organize and implement a program for the selection, purchase, storage, and inventory control of food and supplies for operations within the food service program.
5. Initiate financial policies and procedures necessary for proper fiscal control and operation of the food service program.
6. Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each school operation, in order to evaluate cost effectiveness of each program.
7. Develop, plan, and evaluate menus based on recommended nutritional requirements and budgeted resources and ensure efficient use of commodities.
8. Administer and comply with rules pertaining to the USDA donated foods program.
9. Administer and comply with rules pertaining to the National School Lunch Program, the School Breakfast Program, and the Summer Food Service Program for children.
10. Establish staffing formulas, determine labor allocations, and oversee the staffing, selection, and evaluation of food service personnel.
11. Monitor staffing and meals per labor hour at each site.
12. Plan, implement, and monitor a process for identifying economically needy students which maintains confidentiality and expedites the receipt of meals in accordance with federal, state, and local policies.
13. Establish and direct food preparation, handling and holding processes that provide for nutritious, wholesome, and safe food that meets state and local health department standards.
14. Establish safe working conditions, equipment, and practices for all food service personnel.
15. Ensure clean and properly equipped work and storage areas that meet state and local health department standards.
16. Prepare required district, state, and federal reports.
17. Plan, promote, and organize training programs for personnel at all levels in the food service program.
18. Participate in workshops and training sessions as required.
19. Monitor food service operations at each school from both a fiscal as well as program perspective, evaluate the quality of staff performance, and periodically advise District administration of applicable findings.
20. Consult with school principals and administrators on matters concerning their support for an effective food service operation.
21. Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
22. Stay up-to-date on state testing policies and procedures for the GED;
23. Ensure that testing materials are secure at all times;
24. Inform Superintendent of potential problems and unusual events.
25. Demonstrate initiative in the performance of assigned responsibilities.
26. Model and maintain high ethical standards.
27. Follow attendance, punctuality, and proper dress guidelines.
28. Respond to inquiries and concerns in a timely manner.

29. Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or to disseminate information.
30. Interpret federal and state regulations to ensure district compliance and accountability.
31. Demonstrate support for the District and its goals and priorities.
32. Follow all School Board policies and school policies and procedures.
33. Establish effective relationships and coordination of departmental functions with schools, other district departments, services, and personnel.
34. Attend School Board meetings as requested by Assistant Superintendent.
35. Perform other incidental tasks consistent with the goals and objectives of this position.

Inter/Intra-agency Communication and Delivery:

1. Assist the Assistant Superintendent as Liberty County School District's contact person for assigned areas.
2. Assist the Assistant Superintendent as a contact for the Department of Education (DOE).
3. Assist in interpreting the programs, philosophy and policies of the District to staff, parents, students and the community.
4. Communicate through proper channels to keep the Assistant Superintendent informed of impending problems or events of an unusual nature.
5. Attend DAC and other meetings (school-level and District) to plan programs in assigned areas.
6. Provide technical assistance to schools in the implementation of assigned programs.
7. Meet periodically with school food service managers to maintain a constructive flow of information.
8. Assist in maintaining a positive public relations program for all assigned areas.

Professional Growth and Improvement:

1. Attend training sessions, conferences and/or workshops to keep up-to-date and well-informed about current trends, issues and practices in assessment and food service.
2. Remain current with the latest legislation and keep abreast of all appropriate rules, laws, regulations, and legal issues related to assessment and food service.
3. Plan, conduct and assist with workshops relevant to assessment and food service.
4. Maintain a network of peer contacts through professional organizations.
5. Set and promote high standards and expectations for self and others.
6. Demonstrate and share innovative ideas with Liberty County School District employees.

Systemic Functions:

1. Report complaints relating to assessment and food service and respond or make recommendation.
2. Prepare, implement and coordinate projects, reports, and grants as assigned.
3. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
4. Monitor expenditures in assigned programs, projects and grants.
5. Serve as a consultant in all assessment and food service by assisting with the identification of needs, possible solutions to issues, fiscal responsibility and management and the appropriate materials necessary to ensure success.
6. Prepare or supervise the preparation and maintenance of all required reports and records for assigned areas necessary for monitoring and audit routines/requirements.
7. Coordinate with the FSMC or plan and direct bid specifications and buying, centralized purchasing and menu planning and coordinate orders and deliveries to obtain the best price, quality, and service possible.
8. Coordinate with the FSMC or handle the development and publication of menus ensuring nutrition and program compliance with the approved meal patterns.

Other:

Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent or Assistant Superintendent of Schools and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

12-month position

Salary and benefits shall be paid consistent with the district's approved compensation plan.

EVALUATION:

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

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

SCHOOL BOARD APPROVED: October 11, 2021