

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**SUPERVISOR OF SCHOOL FOOD SERVICE**

**1. 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.

**2. 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.

**3. 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.

**4. 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.

**SUPERVISOR OF SCHOOL FOOD SERVICE (Continued)**

- \_\_\_\_\_ 26. Assume responsibility for the establishment of staffing formulas, job classifications, and personnel guidelines as necessary.
- \_\_\_\_\_ 27. Perform other duties as assigned.

**5. 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.
- \_\_\_\_\_ 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.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 36. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- \_\_\_\_\_ 37. \_\_\_\_\_
- \_\_\_\_\_ 38. \_\_\_\_\_
- \_\_\_\_\_ 39. \_\_\_\_\_
- \_\_\_\_\_ 40. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 41. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 42. The accurate and timely filing of all school reports
- \_\_\_\_\_ 43. The completion of required professional development services.
- \_\_\_\_\_ 44. \_\_\_\_\_
- \_\_\_\_\_ 45. \_\_\_\_\_

SUPERVISOR OF SCHOOL FOOD SERVICE (Continued)

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DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)