

POSITION: Food Service Supervisor**PRIMARY FUNCTION**

Under the general direction of the Superintendent/Principal and his/her confidential staff, the Food Service Supervisor plans, organizes, directs and implements food service operations in compliance with Federal and State requirements for nutrition, sanitation and safety, and for coordinating food service facilities and operations with instructional services.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Plans, organizes and directs the District food services operations for the purpose of timely, efficient and cost-effective delivery of a food and nutrition program in compliance with Federal and State regulations and district policies.
- Develops and controls the food service budget, including recommending food prices and vendors, for the purpose of maintaining a self-financing food service operation.
- Plans and recommends new food service operations, procedures, equipment and systems for the purpose of improving or facilitating operations.
- Plans and directs the development of computerized systems for the purpose of automated record-keeping and point-of-sale tracking in support of management and State information needs.
- Maintains current fiscal records; analyzes financial and operating statements to monitor expenditures and direct the balancing of financial transactions for the purpose of ensuring program financial viability.
- Plans and prepares menus for the purpose of ensuring the nutritional components of student meals meet Federal and State requirements; publishes menus in a timely manner.
- Establishes and maintains a system for ordering food, supplies and equipment for the purpose of maintaining adequate and cost-effective inventory in compliance with established school purchasing procedures, including the development of specifications and standards for quantity food purchase; maintains current food inventory.
- Washes, sanitizes and stores kitchen utensils; scrubs kitchen counters, tables, chairs, appliances and equipment; disposes of waste properly.
- Attends meeting and conferences for the purpose of keeping current on developments in food service management.
- Provides State and Federal reports in a timely manner.
- Performs other duties of a similar level/type as required.
- Other duties as assigned
- Keeps administrator/secretary informed of all relevant school matters.

EMPLOYMENT QUALIFICATIONS:

- Completion of 12th grade or the equivalent or at least 18 years of age.
- Tuberculin and fingerprint clearance.
- Correct English usage, grammar, spelling, punctuation and vocabulary; effective oral and written communication skills.
- Three years experience in a production kitchen.
- Ability to:
 - Plan, organize and direct a school district food service and nutrition program, applying professional knowledge and administrative ability.
 - Identify nutritional characteristics of food and plan well-balanced, nutritional and appetizing menus within a fixed budget.
 - Develop, recommend, control and monitor budget.
 - Read, interpret and follow rules, regulations, policies and procedures.
 - Meet schedules and timelines.
 - Establish and maintain effective and cooperative working relationships with administrators, teachers, staff, pupils and the public.
 - Establish and maintain computerized food services management information and reporting system for the maintenance of records and preparation of reports.
- Understanding of principles and practices of:
 - Food service management.
 - Meal production planning and scheduling
 - Quantity food preparation.
 - Food values and nutrition
 - School lunch program regulations, implementation and control.
 - Use and care of institutional kitchen equipment and utensils
 - Procedures used in ordering, receiving, storing and inventorying food and supplies
 - Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
 - Computerized applications to food services management control.
 - Carry out oral and written instructions.
 - Interact with and maintain cooperative, effective relationships with staff, students, parents and visitors.

SUPERVISED BY:

The person in this position is supervised by the site administrator/confidential staff.

SALARY RANGE 5

WORK YEAR Student days plus 5 for preparation and clean-up

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