



Job Description – Food Service Supervisor

Department: Child Nutrition

Job Status: Full time

FLSA Status: Non-Exempt

Reports To: Food Service Manager

Amount of Travel Required: Some travel required

Positions Supervised: Assigned cafeteria personnel

Work Days: 187

POSITION SUMMARY

Direct daily activities in kitchen/cafeteria and manage the food service program and supervise and evaluate food service personnel.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of TEA Rules and regulations concerning food service a plus.
- Knowledge of personnel and financial management.
- Computer skills in Word Knowledge of planning preparation of foods in food service environment.
- Ability to coordinate district functions

ESSENTIAL FUNCTIONS

Food Service Operations

- Direct and manage district's food service programs.
- Train food service personnel on policies and procedures and best practices.
- Work cooperatively with campus principals to create lunch schedules and resolve personnel issues.
- Follow Department of Agriculture and Texas Education Agency guidelines for meal eligibility and reimbursement of federal funds.
- Establish and direct process of providing free and reduced lunch applications following United States
- Comply with federal and state law, State Board of Education rule, and board policy in

food service area.

- Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Budget and Inventory

- Administer food service budget and ensure that programs are cost effective and funds are managed properly.
- Follow established system of procurement of all food meeting federal procurement and Texas Education Agency (TEA) standards.
- Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
- Approve and forward invoices and purchase orders for food service department to accounting department.
- Follow established ordering procedures when ordering food and supplies

Personnel Management

- Plan and direct inventory and stock control program for equipment and supplies.
- Evaluate job performance of employees to ensure effectiveness.
- Supervise personnel and make sound recommendations about personnel placement, retention, and dismissal.
- Direct daily activities in kitchen/cafeteria and supervise and evaluate assigned cafeteria personnel.
- Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.
- Ensure all serving schedules and served food items are according to menu specifications defined by District policies and procedures.
- Work cooperatively with campus principal and Child Nutrition Director to accommodate temporary schedule changes, special serving requirements and resolve personnel problems.
- Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
- Maintain accurate reports of daily and monthly financial, production, and activity records.
- Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).
- Ensure that food items are stored in safe and hazard-free environment and establish and enforce standards of cleanliness, health, and safety following health and safety regulations to maintain a safe work environment.
- Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
- Maintain logs on all equipment maintenance required within campus food service department.
- Perform preventive maintenance, report needed equipment repairs, and/or recommend replacement of existing equipment to meet department needs.

- Conduct annual physical equipment and supplies inventory.
- Report to work in a timely manner according assigned work schedule.
- Attend all staff meetings and training as required by supervisor.
- Maintain strict compliance with all State and District regulated health and safety policies and procedures, and report all concerns following an appropriate chain of command.

Safety

- Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias and lunchrooms.
Maintain safety standards that confirm with federal, state, and insurance regulations and develop a program of preventive safety.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
Accuracy - Ability to perform work accurately and thoroughly.
Detail Oriented - Ability to pay attention to the minute details of a project or task.
Organized - Possessing the trait of being organized or following a systematic method of performing a task.
Reliability - The trait of being dependable and trustworthy.
Responsible - Ability to be held accountable or answerable for one’s conduct.
Safety Awareness - Ability to identify and correct conditions that affect employee safety.
Customer Oriented - Ability to take care of the customers’ needs while following District’s procedures.
Friendly - Ability to exhibit a cheerful demeanor toward others.
Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.

Certifications: Food Service Managers Certification

Education: High School Graduate or General Education Degree (GED)

Experience: two year minimum experience in a school or charter district.

Other requirements: Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT

- Mental Demands/Physical Demands/Environmental Factors
- Maintain emotional control under stress. Occasional prolonged and irregular hours.
- Exposure to extreme cold and hot temperatures.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.