

Job Title: SUPERVISOR, FOOD SERVICE
Reports to: Director of Food Service (FSMC)
Dept./School: Food Services Department
Wage/Hour Status: Non-exempt
Date Revised: June 19, 2023

Primary Purpose

Assists the Director of Food Service (FSMC) in the supervision of cafeteria managers; possess knowledge and experience in production records; free and reduced meal program, and reimbursable meals and U.S.D.A. guidelines. Communicate effectively, and work closely with all food service employees, campus staff and parents.

QUALIFICATIONS

Education/Certification

High School degree; some college hours preferred
ServSafe Certification and City Health Permit required
Eight to ten years of practical, school cafeteria managerial industry experience will be strongly considered.

Special Knowledge/Skills

Assist in the supervision of cafeteria managers
Assist in employee scheduling
Ability to effectively communicate well with all cafeteria employees
Comply with federal, state, and local regulations
Knowledge and experience in the free and reduced meal program
Knowledge of reimbursable meals and guidelines
Knowledge of methods, materials, equipment, and appliances used in quantity food preparation
Ability to manage and train and supervise personnel
Effective planning and organizational skills
Ability to use personal computer and software to develop spreadsheet and database, Food Service software/hardware
Assist Director in areas not mentioned herein

Experience

Former food service management experience highly preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Assist in preparation of and may conduct instruction of staff meetings, scheduled workshops and in-service training as required, with director approval.
2. Perform yearly on-site school reviews as required by TEA Child Nutrition Program to ensure regulations and guidelines are being followed.
3. Ensure that cafeteria staff are trained to correctly use the point of sale system.
4. Audit cashiers daily work; cash deposits, accurate count on free and reduced lunch applicants.
5. Assist in reading computer reports, report discrepancies to Director.
6. Ensure that month end documentation is completed on time and ensure that all expenses are accounted for.
7. Assist in observing Food Service Employees to ensure that policies, performance techniques and standards are being followed.
8. Counsel and train employees when needed.

- 9. Complete staff worksheets for the substitute workers and ensures that proper staff levels are kept at each campus.
- 10. Assist director in developing departmental policies and procedures.
- 11. Know the procedures for processing, verifying and receiving lunch applications in order to assist with this processing.
- 12. Prepare deposits for all federal and local monies accrued to Food Service.
- 13. Carry out office duties in absence of clerical staff.

Other

- 14. Maintain proper standards of professional conduct and appearance.
- 15. Perform other duties assigned by Director.
- 16. Maintain confidentiality of information.
- 17. Follow established Food Service Standard Operating Procedures.

Supervisory Responsibilities

- 18. Assist director in supervision and evaluation of food service employees.

EQUIPMENT USED

Large and small commercial kitchen equipment; computer, calculator, copying machine, FAX .

WORKING CONDITIONS

Mental Conditions/Physical Demands/Environmental Factors

Must be in good physical condition and able to meet the physical and mental demands of the job. Maintain emotional control under stress. Frequent standing, walking, pushing and pulling, reaching, moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures. Some erratic and unpredictable working hours and out of town travel may be required occasionally.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____