

**Job Title:** SUPERVISOR, FOOD SERVICE  
**Reports to:** Director of Food Service  
**Dept./School:** Food Services Department  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** 2014-2015

### **Primary Purpose**

Assists the Director of Food Service 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  
Prepare detailed USDA/TDA required production records  
Ensure food service fiscal accountability  
Knowledge and experience in the free and reduced meal program  
Knowledge of reimbursable meals and guidelines  
Assist in receiving, calculating and coordinating managerial food orders  
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 learn and operate and be familiar with computer program software/hardware used in food service  
Computer skills to include, but not limited to network systems, desktop publishing, Windows Excel  
Assist Director in areas not mentioned herein

### **Experience**

Former food service management experience highly preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Evaluate the nutritional adequacy of meals using computerized nutrient analysis with the assistance of the Food Service Managers and Director. Provide information used to improve the nutritional quality of food.
2. Assist director in providing nutritional consultation for school and cafeteria personnel the appropriate modification of school meals served to students who are following a physician prescribed diet.
3. Assist in preparation of menus and distribution including information on nutrition and promotional activities advancing the causes of good nutrition, USDA guidelines and obesity awareness.
4. Assist Director with district Wellness and SHAC Programs. Attend assigned meetings for Wellness chairpersons and perform assigned duties.
5. Assist in providing community and professional nutrition education services as requested, after receiving approval of Director of Food Service.

6. Assist in reviewing inventories, food production records and other daily records pertaining to operations and instruct personnel in the proper use of these records.
7. Assist in testing and evaluating recipes, food samples, bid items; record results.
8. Assist in preparation of and may conduct instruction of staff meetings, scheduled workshops and in-service training as required, with director approval.
9. Assist in compiling food bid information, working with vendors and distributors in selecting the lowest priced items of acceptable quality.
10. Assist in coordinating and processing of U.S.D.A. commodities.
11. Assist in reviewing inventories, food production records, and other records pertaining to the daily food service operation and instruct personnel in the use of these records.
12. Assist in testing and evaluating of recipes, food samples and bid items and recording results.
13. Conduct or assist in preparation and instruction of staff meetings, scheduled workshops, and inservice training as required.
14. Perform yearly on-site school reviews as required by TEA Child Nutrition Program to ensure regulations and guidelines are being followed. (addition)
15. Work with the Food Service Managers to instruct, train, and supervise kitchen personnel in proper food storage, preparation, serving, clean-up, safety and sanitation.
16. Assist in observing Food Service Employees to ensure that policies, performance techniques and standards are being followed; counsel and train employees when needed.
17. Work cooperatively and communicate effectively with students, school staff, administrators, and the public to effectively promote, and otherwise enhance the food service programs.
18. Assist director in developing departmental policies and procedures.
19. Participate in departmental budgetary planning and make recommendations concerning use of resources; labor, food and equipment.
20. Participate in the activities of the School Food Service Association and the Texas School Food Service Association.
21. Maintain proper standards of professional conduct and appearance.

#### **Other**

22. Perform other duties assigned by Director.
23. Maintain confidentiality of information.
24. Follow established Food Service Standard Operating Procedures.

#### **Supervisory Responsibilities**

25. 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 (25 lbs.) 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.

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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:** \_\_\_\_\_