

Position: Food Service Supervisor

Reports to: Superintendent/Director of Athletics/Support Services

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Direct, supervise, and manage the entire food service operation in the district, assuring safe, attractive and nutritious meals for all students and staff

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Promote and monitor safe work-place practices for all food service personnel
- Requisite all equipment and supplies for lunch program
- Maintain proper safeguards for storage and usage of government commodities
- Oversee inventory of foods on a monthly basis
- Schedule food service staff
- Supervise and control the purchase of foodstuffs and supplies
- Set sanitation standards and ensure all food service staff are aware of these standards
- Supervise the financial management of the cafeterias
- Maintain food service department banking records
- Establish repair or maintenance procedures of cafeteria equipment
- Establish inventory procedures and inventory training for personnel
- Prepare purchase summaries, weekly operating report and maintain monthly financial reports
- Provide payroll information to Treasurer
- Prepare and submit all required state reports
- Prepare a master menu for the school district
- Hold meetings with staff on job expectancies and program operation, and planning of menus to provide nutritional lunches and meet the requirements of the state school lunch program
- Enforce health department regulations and those directed by administrative and Board policy
- Work with building principal(s) in making schedules regarding the general operation of the kitchen
- Provide training and supervision to cooks on the correct procedures of quality cookery, efficient serving, portion control, sanitation, maintenance of equipment, orderly housekeeping, and safe workplace practices
- Authorize purchase orders for payment
- Monitor food production and service to assure that planned menus are followed and that substitutions comply with meal requirements
- Evaluate meal costs and recommend changes as appropriate
- Must be available before and after the normal school day for emergencies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., free and reduced lunch participants
- Interact in a positive manner with staff, students, and parents
- Attend meetings and in-services as required
- Organize programs in conjunction with school principals and Athletic Services and Support Services
- Interview food service applicants, recommend employment and supervise, train, and evaluate food service employees
- Promote good public relations
- Understanding of budgetary responsibilities associated with the role of Food Service Supervisor
- Knowledge of how to create from scratch standardized recipes and include all guidelines from Ohio Department of Education (ODE)

Other Duties and Responsibilities:

- Respond to routine questions and requests in an appropriate manner
- Attend regional and district food service meetings
- Provide an annual inventory of foods and materials at the completion of the school year
- Consult in the planning and equipping of new cafeteria facilities
- Supervise and assist in the preparation of the kitchen for opening and closing of school year
- Perform other duties as assigned by the Director of Athletics & Support Services and the Superintendent
- Serve as a role model for students

Qualifications:

- Bachelor's Degree, or equivalent educational experience, with academic major in specific areas, **or**
- Bachelor's degree in any academic major, **and** State-recognized certificate for school nutrition directors; **or**
- Bachelor's degree in any academic major, **and** at least **1** year of relevant food service experience, **or**
- Associate's Degree or equivalent educational experience, with academic major in specific areas, **1** and at least **1** year of relevant food service experience; **or**
- High school diploma (or GED) **and 3** years of relevant food service experience.
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Ability to work independently
- Skills in use of computer data base, spreadsheets and Internet
- Basic knowledge in first aid
- Ability to make quick decisions

Equipment Operated:

- Telephone
- Copy machine
- Calculator
- Dishwasher
- Computer
- Fax machine
- Various kitchen equipment

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Interaction among staff/students
- Occasional requirement to travel
- Occasional evening/weekend/summer work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds
- Occasional exposure to fumes or airborne particles
- Occasional exposure to dangerous chemicals
- Occasional exposure to loud noises

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: March 11, 2024