

GALT JOINT UNION SCHOOL DISTRICT

Job Title: Food Service Supervisor

Basic Functions and Responsibilities

To plan, organize, and supervise Food Service operations at all District sites for the purpose of providing an attractive and nutritional environment for District students.

Supervisor: Business Manager

Typical Duties

1. Supervises and directs the food service program in conformance with state/federal regulations, local health ordinances, and District policies.
2. Implements and supervises the preparation of effective cost control procedures and records.
3. Analyzes a variety of financial and operating reports to ensure the Food Service Program operates efficiently and economically.
4. Plans master menu to ensure dietary balance and nutritional adequacy.
5. Inspects kitchens and serving areas for cleanliness, health and safety standards, as well as conformance to established operating procedures.
6. Supervises the selection, assignment, transfer, and evaluation of food service personnel.
7. Plans, develops, and participates in a training program for food service personnel.
8. Attends food service management conferences and workshops as the District's representative as assigned.
9. Prepares and reviews employee time sheets, maintains a variety of records, and prepares reports; prepares grant proposals.
10. Provides nutritional guidance to parents and students.
11. Develops and recommends changes in food service program and policies and procedures to District Administrators, including application processing and meal ticket handling procedures under free and reduced price meal program.
12. Acts as liaison between education and food service staffs in establishing and conducting nutrition education programs.
13. Implements and supervises the preparation of cost control records.
14. Inspects cafeterias for cleanliness and conformance to established operating procedures.
15. Develops specifications for and orders food related supplies and food service equipment.

16. Orders USDA donated food when available and assures its proper use in accordance with government regulations.
17. Works with vendors regarding new products and services and/or problems involving their products and services and/or problems involving their products or delivery service.
18. Plans and directs District-wide meetings and workshops to provide training on food preparation and service, sanitation, and nutrition.
19. Selects, supervises, assigns, transfers, handles grievances, and recommends disciplining of food service personnel in accordance with District policies and procedures.
20. Maintains records and prepares reports.
21. Keeps abreast of developments in school food service management in nutritional education.
22. Supervises and directs the Food Service storage, warehouse, and inventory procedures.
23. Develops standards and specifications for the purchase of food service equipment and supplies.
24. Identified and selects appropriate vendors for procuring highest quality materials and supplies at competitive prices.
25. Performs other duties similar to the above in scope and function as assigned.

Employment Standards

Knowledge of:

- Principles, procedures, and equipment used in the acquisition, storage, care, preparation, cooking, baking, and serving of food in quantity.
- Federal, State, and local regulations applicable to the operation of a food service and child nutrition program.
- Food handling, sanitation, and safety measures used in the operation, cleaning, and care of utensils, equipment, food preparation and serving areas.
- Principles of organization, personnel management, and staff development.
- Principles of financial recordkeeping, cost analysis, and inventory reporting methods.
- Standard principles of good nutrition and their application to food service and nutritional needs of school age children.

Ability to:

- Plan and administer a large scale food service program efficiently and economically.
- Develop menus according to nutritional standards and within budget constraints.

- Supervise, train, and evaluate the performance of workers.
- Maintain accurate records and prepare necessary reports.
- Perform mathematical calculations accurately.
- Communicate effectively and tactfully in both oral and written form.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Plan for and accurately estimate the appropriate amounts of food and other resources needed for future use.
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties.

Education and Experience:

- Any combination of training, education, and experience which demonstrates the ability to perform the position duties or graduation from an accredited college or university with major work in foods, nutrition, and institutional management.
- Possession of valid California Drivers License and evidence of insurance.
- Prior job related experience with increasing levels of responsibility preferred.
- TB test clearance.
- Criminal Justice fingerprint clearance.

Physical Characteristics:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Sufficient strength to lift 25-50 lbs. or carry object weighing over 15 lbs.
7. Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.