

FOOD SERVICE SUPERVISOR/DIRECTOR

QUALIFICATIONS:

- Certificate, license, or other legal credential required.
- Degree(s) required and area of major study.
- Kind and amount of prior job experience required.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent for Business/Board Secretary

SUPERVISES: Cafeteria Staff

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES:

1. Administers the departmental budget.
2. Purchases and maintains an inventory of all foods, supplies and equipment.
3. Standardizes cafeteria accounting procedures in cooperation with the district's business office.
4. Cooperates with audits of cafeteria accounts through approved auditors.
5. Standardizes prices charged for various types of lunches, including the price of milk.
6. Plans and supervises the preparation and serving of menus at all schools.
7. Informs the public, through the local press, of planned lunch menus on a weekly basis.
8. Plans and checks all menus for school lunches and special dinners.
9. Standardizes as much as possible the size of portions served as related to lunch type.
10. Administers federally funded lunch and milk programs.
11. Provides assistance and suggestions for the preparation and serving of government surplus food.
12. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
13. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operation.
14. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
15. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
16. Administers personnel policies and evaluates cafeteria managers and head cooks.
17. Standardizes personnel policies, levels of cleanliness, health and safety.
18. Interviews, screens, and recommends appointment of all cafeteria personnel.
19. Checks all food service personnel payrolls.
20. Checks all bills and purchase orders for accuracy before presenting them to the business manager for payment.
21. Makes all applications for federal subsidies.
22. Makes distribution of all federal funds to various school lunch and school milk programs.
23. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer.
24. Plans disposition of government commodities as part of the ongoing food service program.

25. Checks all government reimbursements.
26. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy.
27. Operates a program of cooperative purchasing among cafeterias, particularly for high-volume items such as bread, milk, and canned goods.

TERMS OF EMPLOYMENT: Twelve-month year. Salary is to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.