

Alpena Public School
Employee Job Description

Position Title: **Supervisor of Food Service & Warehouse Purchasing, Shipping, Receiving**
Department: District Operations
Reports To: Associate Superintendent for Business and Operations.

SUMMARY: The Supervisor of Food Service (Food Service Director) will oversee all aspects of the district's Child Nutrition Program (CNP) operation. The job functions include administering, planning, directing, assessing, implementing and evaluating the program in order to meet the nutritional needs of children as they relate to the CNP. The Food Service Supervisor shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction. Duties include management of AMA/ESD Pied Piper's Food Service Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies and nutrition objectives.
- Establishes standards for receiving, storing and inventorying food and non-food supplies based on sound principles of management.
- Maintains business-like relationships with vendors.
- Complies with federal and state laws governing the purchase of supplies and equipment.
- Serves as main support for on-line requisition system.
- Coordinates and directs the distribution of district equipment.
- Supervises the district's pickup/delivery system, including mail.
- Develops procedures that ensure the food production system is providing safe, nutritious, high-quality food.
- Maintains a monthly schedule of draws for free/reduced breakfast/lunch payments or other grant draws.
- Monitors food production and service to assure that planned menus are followed and that substitutions comply with meal requirements.
- Develops cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations.
- Ensures operational procedures for efficient and effective food production and distribution.
- Assesses customer preferences, industry trends and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents and physicians to plan menus for children with special nutrition needs.
- Plans and directs the preparation and serving of all food in the district.
- Reviews all district food and supply orders.
- Responsible for monitoring production records to assure conformance to state and federal guidelines.
- Supervises and participates in the preparation and serving of food as needed.
- Establishes quality standards for the presentation and service of food.
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.
- Evaluates meal costs and recommends changes as appropriate.
- Prepares and manages the annual food service budget.
- Aides in the preparation for the annual audit; responsible for MDE/USDA reviews.
- Plans work schedules, arranges for subs when required, and maintains employee time records.
- Reviews and compiles physical inventories of food service goods in all buildings.

- Directs district sanitation procedures including: the inspection of the kitchens, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
- Ensures that all food service equipment is in safe, working condition.
- Organizes and directs all district-catered events.
- Ensures timely invoicing for catering services.
- Reviews and verifies the district's free and reduced priced breakfast/lunch applications.
- Implements the free/reduced price meal program in a manner that protects and preserves the civil rights of all students.
- Serves as main support for the "point of sale" food service computer system.
- Supervises, recommends for hire, and evaluates employees.
- Establishes standards and direct training for the professional development of the district's CNP personnel based on the USDA Training Standards for All School Nutrition Program Employees.
- Audits and approves employee time sheets, vacation requests, etc.
- Reviews email communications regularly and responds as needed.
- Maintains regular and reliable attendance.
- Follows all district policies.

SUPERVISORY RESPONSIBILITIES:

Supervises the food service office assistant, shipping/receiving/food service driver, and all other food service staff. Responsible for the overall direction, coordination, and evaluation of these employees.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate degree plus three years related experience required. Bachelor of Arts/Science degree plus three years related experience and/or training or equivalent combination of education and experience preferred. Must be proficient with the use of computers and appropriate software and other office equipment. —
See Hiring Standards for New School Nutrition Program Directors

LANGUAGE SKILLS:

Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer and related software. Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, recordkeeping, and production

schedules. Previous experience in food service management. Ability to apply knowledge of current research and theory in the specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely, both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, work irregular or extended work hours.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Supervisor Food Service & Warehouse