

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### SUPERVISOR OF SCHOOL FOOD SERVICE

##### QUALIFICATIONS

- (1) Master's Degree from an accredited institution.
- (2) Certification in Food Service Supervision.
- (3) Minimum of five years successful experience in progressively increasing leadership roles in institutional food service.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of State Board of Education regulations, state statutes, federal laws, USDA regulations as they relate to food service, purchasing and records retention and property control. Ability to plan and manage a variety of functions. Skills in written and oral communications. Ability to work with various groups. Ability to use computers. Knowledge of equipment used in food service.

##### REPORTS TO:

Superintendent

##### JOB GOAL

To provide an excellent, nutritious food service program to meet the needs of students throughout the District.

##### SUPERVISES:

Assigned Support Personnel

##### PERFORMANCE RESPONSIBILITIES:

- (1) Direct and coordinate the planning, development, implementation and evaluation of the District-wide food service program.
- (2) Plan and manage the District's food service budget and prepare periodic status reports.
- (3) Provide leadership and training for food service personnel.
- (4) Provide input to principals in the employment of food service and clerical personnel.
- (5) Assure proper records are maintained and necessary reports are completed.
- (6) Assist in maintaining an active public relations program.
- (7) Coordinate the acquisition of supplies, food and other items needed for the operation of cafeterias.
- (8) Interface with principals concerning the operation of the food service program.
- (9) Evaluate school food service programs annually as required by federal regulations.
- (10) Work with school staffs, parents and students to promote good nutrition and improve safety and sanitation in the food service program.
- (11) Conduct billing and purchasing procedures in accordance with local and state regulations.

**Board Approved January 20, 1998**  
**Amendment Board Approved April 15, 2003**

## **SUPERVISOR OF SCHOOL FOOD SERVICE (Continued)**

- (12) Submit recommendations for new/revised policies and programs to supervisors.
- (13) Visit schools on a regular basis and maintain open lines of communication with school staffs.
- (14) Assist in the development of School Board policies.
- (15) Assist in the development of administrative guidelines.
- (16) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (17) Facilitate appropriate levels of standardization of procedures, levels of cleanliness, health, and safety in school cafeterias.
- (18) Oversee the procurement and distribution of food, supplies, USDA commodities and equipment.
- (19) Coordinate the development and publication of standardized menus which ensure nutritional and program compliance.
- (20) Provide technical assistance to food service managers and other personnel in the completion of their assigned responsibilities.
- (21) Plan, implement, and monitor a process, for identifying economically needy students, which maintains confidentiality and expedites the receipt of meals in accordance with federal, state, and local policies.
- (22) Prepare all required reports and maintain all appropriate records.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- (24) Other duties assigned by the immediate administrator or supervisor.

## **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 8-13  
12 months  
7.5 hours per day

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.