

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: FOOD SERVICE AREA SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Food Services, plan organize and coordinate the District food service program to assure compliance with applicable State, federal, local and District laws, rules, regulations and policies; provide technical guidance to department supervisory staff; assist in the design of and conduct a variety of specialized in-service training programs for food service staff; supervise and evaluate assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan organize and coordinate the District food service program to assure compliance with applicable State, federal, local and District laws, rules, regulations and policies; evaluate kitchen financial performance related to government regulations, school schedule and policies, labor and food expenses.

Assure compliance with procedures for meal counting, Point of Sale (POS) operation, inventory, management, food production and accountability and personnel management.

Assist in the design of and conduct a variety of specialized in-service training programs for food service staff, including employee task scheduling, sales promotion, participation improvement, customer relations, safety and sanitation compliance, computer systems and other related programs.

Supervise and evaluate assigned staff; participate in the selection of department staff; train new staff in department operations, policies and procedures; assist school Food Service supervisory staff resolve complex issues or concerns at various District sites.

Provide technical guidance to department supervisory staff; assist in the development of department manuals for food production, cost control, POS operations, food sanitation and safety; assist supervisors in the interpretation of labor contracts and personnel services regulations.

Conduct annual on-site reviews at assigned cafeterias, off-site food service programs and after school snack programs as required.

Operate a variety of equipment and machines used in a school cafeteria; operate various office equipment including a calculator, fax machine, computer and assigned software.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to menus, inventory and assigned activities.

Assure compliance with proper cleanliness and maintenance of equipment and supplies used in the cafeteria; arrange equipment repairs as necessary.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods and procedures of institutional food management, including quantity food preparation and production  
Principles of sanitation, health and safety practices related to food establishments, including sanitation and maintenance regulations.  
Child Nutrition Program and other applicable food service State, federal, local and District laws, rules, regulations.  
Health, sanitation and safety practices related to handling, cooking, baking and serving food.  
Principles and practices of supervision and training.  
Principles of nutrition.  
Basic math and cashiering skills.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Inventory techniques.

**ABILITY TO:**

Plan organize and coordinate the District food service program to assure compliance with applicable State, federal, local and District laws, rules, regulations and policies.  
Provide technical guidance to department supervisory staff; assist in the design of and conduct a variety of specialized in-service training programs for food service staff.  
Assure compliance with established safety and sanitation rules and regulations.  
Assist in the design of and conduct a variety of specialized in-service training programs for food service staff.  
Train, supervise and evaluate the performance of assigned staff.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Prepare a variety of records and reports related to assigned activities.  
Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Operate a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in food service or restaurant management or related field and four years increasingly responsible food service experience including at least two years at the level of a Food Service Supervisor.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Serv-Safe certificate issued by the Department of Environmental Health.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*

Supervisory Job Description  
Adopted by BOT 9/29/03