

**JOB TITLE: FOOD SERVICE SUPERVISOR I****BASIC FUNCTION**

Under general supervision, to organize and coordinate the operation of a Middle School food service facility as assigned; to account for money, supplies and inventory, to requisition, receive and store foodstuffs and supplies; to maintain a variety of records and prepare reports, to perform skilled functions in the preparation, cooking and baking of foods; and to do other related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Oversees the day-to-day operation of a Middle School serving kitchen.
- Plans, organizes, schedules and supervises the preparation, cooking, baking, packaging and distribution of foods.
- Participates as necessary in the preparation of foods and baked goods, and in resolving unusual or unforeseen problems.
- Estimates the amount of food products to be prepared daily and weekly.
- Determines quantity of foodstuffs, supplies and materials needed, and requests and maintains an appropriate inventory.
- Maintains portion and quality control standards.
- Instructs, demonstrates and trains food service personnel in the food preparation, packaging and service procedures.
- Supervises and coordinates the cleaning of the food preparation facility to ensure that the food preparation areas are maintained in an orderly, clean, safe and sanitary condition.
- Reviews, inspects and supervises the receipt and storage of foodstuffs, supplies and materials to ensure accuracy and quality.
- Maintains a variety of files and records, including equipment servicing schedules, inventory control and personnel related records.
- Prepares periodic food services activity and production reports, personnel time reports and other related reports.
- Monitors, observes, reviews and evaluates the performance of food service personnel.
- Assists in the organization and conduct of a free and reduced price lunch program.
- Audits and monitors the cash receipt and banking processes.
- Implements security measures to ensure against vandalism and theft.
- Coordinates and reviews the collection and counting of cash and the preparation of cash receipts and bank deposits.
- Supervises and participates in portion control, and the wrapping, arranging and storage of foods to ensure appropriate and efficient use of foodstuffs and supplies.
- Maintains a variety of records pertaining to the food service facility operation and prepares written reports as required.
- May assist in the planning and preparation of catering type service.

**JOB REQUIREMENTS – QUALIFICATIONS****Skills, Knowledge and/or Abilities Required:**Skill to:

- Skillfully cook and bake.
- Prepare, package and serve quantities of foods and baked goods.
- Operate a variety of equipment utilized in a food processing facility.
- Make arithmetic computations with speed and accuracy.

**JOB TITLE: FOOD SERVICE SUPERVISOR I**Knowledge of:

- Health and safety regulations.
- Safe, healthful and sanitary working methods and procedures.
- Standard cafeteria appliances and equipment.
- Procedures, methods, techniques, equipment and terminology used in the preparation, cooking, baking and serving of large quantities of foods and baked goods.
- Use and care of equipment and utensils.
- Methods, techniques and strategies of organization, supervision and employee evaluation.
- Methods and operational procedures for requisitioning, receiving and storing foodstuffs and supplies.
- Use and care of equipment and utensils.
- Nutrition, dietary requirements and alternative food sources.
- Basic requirements of the National School Lunch and breakfast programs.
- Money handling.
- Progressive discipline principles.

Ability to:

- Effectively and efficiently prepare, package and serve large quantities of foods and baked goods.
- Organize, schedule, coordinate, and supervise the work of others.
- Analyze and determine foodstuffs, supplies and materials requirements.
- Lift and transport foodstuffs, materials and supplies.
- Demonstrate and train food personnel in proper and appropriate food preparation, packaging and service methods and techniques.
- Make mathematical computations with speed and accuracy.
- Effectively and efficiently handle money exchange quickly and accurately.
- Maintain simple records and files, and prepare clear and concise reports.
- Establish and maintain positive and effective working relationships.
- Work courteously and tactfully with co-workers, public and parents.
- Promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities and new procedures.
- Receive constructive criticism and modify work appropriately.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to superior as appropriate.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.
- Understand and carry out oral and written directions.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert up to 40 pounds of force frequently, to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve standing for long periods of time, but may also involve walking, sitting or climbing.

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**PHYSICAL DEMANDS (Cont.)**

- Distinguish taste/smell, exposure to cold, heat, wet and/or humid surrounding.
- Possible exposure to electrical shock, toxic or caustic chemical, moving and mechanical parts.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in nutrition, menu planning, quantity cooking, safety, sanitation or other related areas.

Experience:

Two years experience at a level equivalent to a Food Service Worker II which includes quantity food preparation, service and kitchen maintenance in a commercial, institutional or school food service facility including one year of lead or supervisory experience in a high quantity food preparation, baking and service and packaging operation.