



Manhattan Beach
Unified School District

Food Service Supervisor

Department/Division:	Food Services
Reports To:	Director of Food Services
Provides Direction To:	Food Service Personnel
FLSA Exemption Status:	Supervisory
Date Prepared:	July 30, 2014
Date Approved by Personnel Commission	September 2, 2014
Date Adopted by Board:	September 17, 2014
Salary Range:	B-08

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under the general supervision of the Director of Food Services, the Food Service Supervisor plans, organizes and manages the food production and operations at an assigned pre-school, elementary, middle school or high school kitchen site; performs a variety of technical tasks relative to the operation and coordination of the District-wide food service program; train, supervise and evaluate performance of assigned staff.

DISTINGUISHING CHARACTERISTICS

The Food Service Supervisor classification is the full first-level supervisor class. Incumbents assign, schedule, monitor, train, check and correct the work of assigned staff; participate in the selection of personnel; advise subordinates of standards of performance, observe and document performance, and prepare periodic and special evaluations of performance. Incumbents prepare supporting documentation and recommend employee recognition and discipline; process formal and informal grievances; counsel employees on matters related to performance and employment status; develop work procedures of the unit; make oral and written directives; interpret and enforce and apply policies and regulatory requirements controlling the work of the unit. Incumbents must be prepared to participate fully in the full range of work of the assigned kitchen. In addition to demonstrating the competencies and abilities required of the position, the Food Service Supervisor must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND REPSONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plan, organize, coordinate, supervise and participate in the food service operations and activities at an assigned kitchen site; analyze operations and recommend improvements.

- Ensure proper distribution control and security of monies collected using an electronic point of sale system.
- Plan and coordinate food production and distribution following state and federal rules and regulations.
- Evaluate the effectiveness of equipment utilization, workload, and menu planning; suggest improvement in food preparation methods, personnel assignments, practice, procedures and planning as appropriate.
- Plan work schedules; train, supervise and evaluate the performance of assigned staff; interview and select employees; recommend transfers, reassignment, termination and disciplinary action; review and monitor employee time sheets.
- Oversee student helpers.
- Supervise the planning and preparation of menus, including the use of established standardized recipes to meet budget objectives and federal and State guidelines.
- Lead and participate in portion control and the wrapping, arranging and storing of foods; established a systemized procedure for the rotational use of foodstuffs, supplies and materials.
- Ensure proper cleanliness and maintenance of equipment and supplies used in the cafeteria and kitchen; assure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of detailed reports and records including inventory, requisitions, daily reports, menu planning and production sheets.
- Confer with Cook and Satellite Kitchen Operator I regarding cafeteria and kitchen needs; conditions and menu changes; maintain established food quality standards related to taste, appearance and good nutrition; maintain Federal and State standards.
- Operate a variety of equipment and machines used in a commercial kitchen; operate a computer.
- Attend meetings related to food service operations and activities; communicate and implement procedures for effective cooperation between food service staff and administration, faculty, students and parents for breakfast and lunch programs, field trips, special activities, community affairs and emergency disaster feeding.
- Communicate with Director of Food Services regarding issues that arise regarding staff or food service operations at the kitchen site.
- Perform the full range of duties of the Satellite Kitchen Operator I.
- Assume responsibility for the total operation of Food Services in the absence of the Director.

- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of quantity food service preparation, serving and storage
- Sanitation and safety practices related to handling, cooking, baking and serving food
- Methods of preparing and serving food in large quantities. Methods of adjusting and extending recipes and proper substitutions
- Principles and practices of supervision and training
- Proper methods of storing equipment, materials and supplies
- Standard kitchen equipment, utensils and measurements (weights and measures)
- Health and safety regulations
- Detailed record-keeping and report preparation techniques
- Advanced math and cashiering skills
- Inventory techniques
- Oral and written communication skills in English
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and other office equipment

Ability to:

- Perform all essential duties of the position
- Work independently with little direction
- Plan, organize, coordinate, supervise and participate in the food service operations and activities at an assigned kitchen site
- Prepare and serve food in accordance with health and sanitation regulations
- Train, supervise and evaluate personnel
- Operate and maintain food service machines and equipment
- Prepare attractive, appetizing and nutritious meals for students and staff
- Follow, adjust and extend recipes
- Understand and follow oral and written directions in English
- Communicate effectively both orally and in writing
- Prepare a variety of detailed records and reports related to assigned activities
- Plan and organize work to meet schedules and timelines
- 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
- Observe and follow health, safety and sanitation requirements
- Operate a cash register or point of sale computer; make change accurately; operate a Tellermate money counting machine
- Operate a computer utilizing standard office, financial and school food service related software programs

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, supplemented by college level coursework in food services management, nutrition or quantity cooking. Minimum of three (3) years experience in preparing and serving large quantities of

food in a commercial food operation such as a restaurant, hospital or school environment, with at least one (1) year in a lead or supervisory capacity.

A Bachelor's Degree in nutrition, quantity cooking or food service management may be substituted for one year of the supervisory experience.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

A valid California Driver's license and proof of insurance.

Personal vehicle to move to and from other work locations as assigned and as needed.

Current ServSafe Management Certificate.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch. The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, student allergy notifications, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use advanced mathematical skills and mathematical reasoning. The employee must be able to work independently and supervise others. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

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

Employees regularly work in an indoor kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are regularly subject to heat from ovens; exposure to very hot foods, equipment, and metal objects; working around knives, slicers or other sharp objects; exposure to harsh chemicals/toxic conditions; exposure to cold from walk-in refrigerators and freezers; exposure to water hot and/or cold. The noise level is occasionally loud. Employees must drive a vehicle to conduct work.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.