

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

Under general supervision, to plan, organize, coordinate, supervise and participate in the operation of a regional food preparation center and high school food service facility; to supervise and perform skilled functions in the preparation, cooking, baking, distribution and selling of foods; to requisition, receive and store foodstuffs and supplies; to maintain a variety of records and prepare reports; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- 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.
- 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 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.
- 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.

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.
- Use and care of equipment and utensils.

- Methods and operational procedures for requisitioning, receiving and storing foodstuffs and supplies.
- 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 quantities of foods and baked goods.
- Operate a variety of equipment utilized in a food processing facility.
- Organize, schedule, coordinate, and supervise the work of others.
- Analyze and determine foodstuffs, supplies and materials requirements.
- Demonstrate and train food personnel in proper and appropriate food preparation, packaging and service methods and techniques.
- Make arithmetic computations with speed and accuracy.
- Maintain accurate records and be able to prepare complete and comprehensive 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.
- 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.

EDUCATION AND EXPERIENCE 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 III 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.