

Cochrane-Fountain School District – Job Description

Title: Food Service Supervisor

Summary

The Food Service Supervisor directs the daily activities in the kitchen/cafeteria, manages the food service program and supervise and evaluates food service personnel.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Supervision of Food Service Staff

- Post new/replacement/substitute food service positions as needed.
- Hire new/replacement/substitute food service positions as needed.
- Facilitate training for new food service staff.
- Organize food service schedules, work assignments, and responsibilities.
- Evaluate staff.
- Resolve personnel conflicts.
- Assign and oversee personnel plans for improvement as needed.
- Document and/or dismiss personnel that have not met plan of improvement requirements or have violated rules outlined in the Employee Handbook.

Meal Service Management

- Plan and publish monthly menus.
- Develop and implement food and supply ordering systems that support menu plans, meal estimates, and minimizes excess inventory.
- Maintain daily record keeping systems that support USDA guidelines and meal count estimates.
- Maintain proper food storage requirements and documentation requirements.
- Oversee food preparation processes to ensure USDA guidelines are met.
- Facilitate food delivery processes to maximize speed of service and efficient use of staff.
- Develop and implement a schedule for maintaining the cleanliness of food storage areas, kitchen equipment and workspaces.

Equipment Management

- Oversee new equipment purchases.
- Facilitate equipment storage, maintenance, and repair.
- Oversee the sale or disposal of underutilized or unusable equipment.

School Nutrition Program Management

- Understand requirements and maximize benefits of food programs (NSLP, SBP, USDA, ASP, FFVP, etc.)
- Follow regulations of applicable programs and complete required documentation requirements.
- Communicate availability of the Free and Reduced Meal (FRAM) program to parents, distribute applications, and provide application support as needed.
- Ensure confidentiality standards for students that qualify for FRAM are in place.

Fiscal Responsibilities

- Estimate supply and equipment needs annually.
- Calculate annual meal/milk prices for Board approval.

- Develop and submit annual budget.
- Oversee annual budget spending.
- Manage and accurately record student account deposits.
- Systematically review student accounts and follow District guidelines for negative-balance accounts

Professional Responsibilities

- Attend School Board meetings, committee meetings or other professional meetings as requested.
- Seek and support nutrition education opportunities to support wellness for students and staff.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent reaching, handling, and working with near visual acuity.
- Occasional stooping, crouching, hearing, tasting and smelling.

Qualifications for Employment

Required

- High School Diploma or GED
- Possess or willing to obtain WI School Nutrition Association Certification or equivalent
- Demonstrates interpersonal skills needed to relate positively to children and adults.
- Technology skills needed to effectively perform job.
- Effective communication skills
- Organizational and management skills

Preferred

- Bachelors or Associate Degree in Nutrition or Food Service-related field
- Experience in institutional food service operations
- Previous experience as a supervisor

Terms of Employment

Employment is 220-days within the July 1 – June 30 school fiscal year. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Superintendent.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021