TITLE: **Food Service Supervisor** Grade 13

QUALIFICATIONS:

1. Bachelor’s Degree in Food Administration, Dietetics, Culinary Arts or related field preferred, or
2. High school diploma or G.E.D. certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. Has and maintains certification/credentialing of Level 3 or greater through School Nutrition Association or is certified RD, LD, or equivalent.
3. Two years of increasing responsibility in food service.
4. Demonstrated knowledge of nutrient analysis.
5. Has the ability to read and follow written directions.
6. Has experience handling confidential information.
7. Has confident knowledge of USDA Child Nutrition programs and regulations.
8. Has demonstrated the ability or potential to communicate and work effectively with students, staff, and community.

REPORTS TO: Director of Food Services

JOB GOAL: Provide direct supervision of the cafeteria managers to insure compliance with all records, policies, regulations, services, and health and safety procedures for school food service operations under the authority of the Boone County Board of Education.

PERFORMANCE

RESPONSIBILITIES:

1. Supervises school cafeterias to assure the proper implementation of county, state and federal guidelines governing quality food service.
2. Audits cafeterias for proper record keeping and adherence to policies, regulations, services, HACCP, health, safety and sanitation compliance.
3. Reviews cafeteria menu planning and service procedures.
4. Supervises and evaluates cafeteria managers.
5. Audits inventories of food, equipment and operating supplies.
6. Conducts audits of financial records and overall management of cafeteria funds.
7. Conducts/Assists with interviews of applicants for food service employment.
8. Assists with in-service activities, development of menu planning guidelines, preparation standards and serving standards guidelines as well as food product development and evaluation.
9. Works with principals and school administrators in developing and maintaining a compliant Child Nutrition Program in assigned schools.
10. Assists in the preparation and dissemination of formal communication from the Office of Food Service to cafeteria managers, principals and other administrative staff.
11. Attends required staff and professional meetings.
12. Conducts the training of new cafeteria managers in all aspects of the Child Nutrition Program.
13. Conducts/Assists in the monthly evaluation of operations for assigned cafeterias; advises cafeteria managers on ways to improve financial positions.
14. Advises cafeteria managers regarding personnel policies and procedures.
15. Assists in the evaluation of cafeteria food items, equipment and operating supplies.
16. Supervises/Assists in all programs conducted by the food service program including National School Lunch Program, National Breakfast Program, after school snack program, summer feeding program, wellness programs and marketing promotions.
17. Conducts/Assists in monthly manager’s meetings.
18. Perform other duties consistent with the position as assigned by the Director of Food Services or designee.

\*Essential functions of position

TERMS OF

EMPLOYMENT: Hours Months Days Board Approved

40/week 12/year 246/year