



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Food Service Supervisor</b>
<b>REPORTS TO:</b>	Director of Food Service
<b>CLASSIFICATION:</b>	Classified Supervisor
<b>REQUIREMENTS:</b>	Equivalent to graduation from high school and two years of food service supervisory experience or three years of increasingly responsible experience as a food service lead; including responsibility for planning, ordering and preparing food in a school district food service department, food safety and sanitation certification.
<b>SALARY SCHEDULE:</b>	Supervisor Salary Schedule - 18.0
<b>WORK - YEAR / HOURS:</b>	12 months / 7.5 hours
<b>LOCATION:</b>	District
<b>BOARD APPROVAL:</b>	June 29, 2016

### DEFINITION

Under direction, supervise the day-to-day food service operations at the schools and central kitchen facility; to oversee school meal programs; to supervise the record keeping for food delivery, meal counts, inventory and food safety; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a single position classification with full supervisory responsibility for food service operations, training of staff, and associated operations.

### EXAMPLES OF DUTIES

1. Schedules, organizes, assigns, reviews and supervises food service staff responsible for preparation and delivery of food for all campuses and programs, sharing responsibilities as appropriate with the Director of Food Services;
2. Develops procedures to enforce and maintain standards for food preparation and service, kitchen safety and sanitation, productivity
3. Supervises necessary record keeping and point of sale system;
4. Prepares and maintains documentation as needed at the local, state, and federal level;
5. Assists in selection, training and evaluation of food services staff.
6. Monitors levels of, estimates need for, and requisitions food and supplies in quantities needed for an efficient and economical food service program.

## **QUALIFICATIONS**

### Knowledge of:

- Principles and practices of supervision including work planning, direction, and personnel.
- Efficient operation of a school kitchen and food service facility.
- General and specialized quantity food preparation procedures.
- Sanitation, safety and safe working practices for food service operations.
- Basic record keeping and accounting practices for processing food orders, food production, invoices, inventory and food safety documentation.
- Computer applications necessary for the efficient organization and accountability of food service records.

### Skill in:

- Planning, organizing, scheduling, assigning and reviewing the work of others, directly and through lead workers.
- Training, instructing, appraising and counseling employees.
- Maintaining records and preparing reports pertaining to school food service operations.
- Evaluating and maintaining effective working relationships with staff, managers, and vendors and suppliers.
- Communicating effectively orally and in writing, including giving instructions.
- Exercising independent judgment and decision-making.

## **PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Physical ability to stand, stoop, and lift items.
- Work in exposure to kitchen temperature extremes.
- Hand dexterity sufficient to keep hand written and computerized records
- Vision sufficient to evaluate status of food in preparation or storage, read a variety of materials including gauges and dials
- Speech and hearing sufficient to give and receive instructions and relay information

## **OTHER REQUIREMENTS**

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

Some positions may require the ability to speak, read and write in a language other than English.