

Community Unit School District #205

Job Title:	Satellite Kitchen Supervisor		
Location:	Assigned School Building	Terms of Employment:	Nine-month year
Reports To:	Director or Assistant Director of Food Service / Central Kitchen Manager	Board Approved:	July 14, 2025
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non--certified Support Personnel.		

Qualifications:

1. High School Diploma required.
2. Valid State of Illinois Sanitation Certificate.
3. Three to five years of supervisory experience preferred.
4. Knowledge of Food Production.
5. Outstanding people skills, language skills, mathematical skills, and reasoning skills.
6. Knowledge of all local and state laws, regulations, and government reporting.
7. 70% or Higher on the Basic Qualifications Test
8. While performing the duties of this job, the employee is regularly required to stand, walk and use hands, reach with hands and arms, and talk and hear. The employee must frequently lift and or/move up to 50 pounds.

Job Goal:

The job of the Kitchen Supervisor was established to ensure the kitchen department runs smoothly and complies with safety regulations, ensuring an atmosphere of efficiency and cleanliness.

Responsibilities:

1. Communicates effectively with co-workers and maintains a positive working relationship with co-workers and staff.
2. Assigns, directs, plans and supervises the work of cafeteria employees.
3. Plans and directs the preparation, service and storage of food in the kitchen.
4. Responsible for the cleanliness of the kitchen equipment and employees.
5. Maintains high standards for sanitation and enforces procedures to assure these standards are met.
6. Monitors and maintains accurate inventory control as well as implementing cost containment measures.
7. Assumes responsibility of security of food supplies and receipts.
8. Trains new employees and provides in-service training for staff as needed.
9. Evaluates the performance of supervised employees.
10. Verifies time sheets of supervised employees.
11. Communicates effectively with the Director of Food Service and supervised employees.

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12. Attend meetings as requested.
13. Maintains a positive working relationship with co-workers and staff.
14. Responsible for completing and maintaining accurate records for food forecasting and necessary reports.
15. Completes all work in a neat, organized and timely manner.
16. Understands and implements the Federal Guidelines for the National School Lunch Program.
17. Perform other duties as necessary or directed.

Employee Name:		Date:	
Employee Signature			