

LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79

**272 EAST SAGEBRUSH STREET
LITCHFIELD PARK ARIZONA 85340
WEBSITE: WWW.LESD.K12.AZ.US**

JOB DESCRIPTION

JOB TITLE: Food Service – Supervisor

REVISED DATE: October 2012

SUPERVISOR: Food Service Director

DEPARTMENT: Food Service

The job of the Food Service – Supervisor is done for the purpose of providing food services at multiple sites that meet the mandated nutritional needs of students, providing written support to convey information; complying with mandated health and USDA school food service regulations.

ESSENTIAL FUNCTIONS:

- Assists in training new food staff for the purpose of increasing their knowledge of food service activities.
- Assists the Food Service Director in planning for the purpose of district growth.
- Conducts employee orientations and in-service meetings for the purpose of providing and/or receiving information regarding site operations and activities.
- Coordinates food service schedules for the purpose of providing coverage for the daily service and special events (catering, promotions, and food fairs).
- Estimates food quantities (directly or by providing estimated breakfast/lunch counts) for the purpose of ensuring the availability of meals at each site location.
- Inspects food items and/or comply with mandated health and safety requirements.
- Interviews and prepares information for hiring required staff.
- Monitors food service facilities (kitchen equipment, utensil, etc.) for the purpose of ensuring clean and sanitary conditions.
- Oversees the preparation, cooking, and serving of food and beverage items for the purpose of meeting mandated nutritional and health requirements.
- Prepares documentations (e.g. meal program records) for the purpose of providing written support and/or conveying information.
- Procurement of supplies for the purpose of maintaining an adequate inventory of complete jobs efficiently within budget guidelines.
- Promotes food service operations and special events for the purpose of expanding services and developing food eating habits, nutrition, and school food services.
- Reconciles inventories of food and supplies monthly and annually for the purpose of ensuring availability of items.
- Responds to inquiries of students, staff, and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Supervises assigned programs and projects for the purpose of complying with requirements and effectively utilizing resources.
- Supervises food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Supervises site operations for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional, health, and safety requirements.
- Trains and evaluates food service staff for the purpose of providing direction and guidance.
- Performs other duties as may be assigned.

Reasonable accommodations may be made to individuals with disabilities.

EDUCATIONAL REQUIREMENTS:

- High School Diploma or GED

DEGREE(S), AREA(S) OF STUDY, AND/OR LICENSURE(S): *(R) if required or (P) if preferred*

- Current Arizona driver's license (R)
- Must possess: Certified Food Services Manager Card (R)

SKILLS, KNOWLEDGE, ABILITY AND/OR EXPERIENCE: *(R) if required or (P) if preferred*

- Ability and experience in handling staff problems and concerns in a timely manner following District policy and procedures (R)
- Ability to be creative and self-motivated (P)
- Excellent Math skills (R)
- Excellent verbal and written communication skills (R)
- Knowledge and experience with food testing procedures (P)
- Knowledge of health standards and hazards; safety practices (R)
- Minimum of 5 years of experience in school food service (R) with 3 years of experience in a supervisory position (P)
- Must have a working knowledge of USDA School Food Service programs and regulations including USDA commodity program (R)
- Must have computer experience: knowledge of computerized point of sales system, word-processing and excel programs (R)
- Must have good human relations skills and marketing skills (R)

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL ACTIVITIES AND WORKING CONDITIONS

The usual and customary methods of performing the jobs functions require the following physical requirements: exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, an/or up to 10 lbs. of force constantly to move objects. The physical activities include: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Generally the job requires the worker to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures. The worker is subject to inside environmental conditions.

TERMS OF EMPLOYMENT:	Salary based on Exempt Placement Chart as established by the Governing Board	Work Calendar: A Exempt Position
-----------------------------	--	----------------------------------

Reviewed and agreed to by: _____ Date: _____
