

SUPERVISORY VACANCY	Santa Maria Joint Union High School District 2560 Skyway Drive Santa Maria, California 93455 (805) 922-4573 x4304
DATE:	August 20, 2025
POSITION(S):	Food Service Supervisor SMJUHS – All Sites 12 months/year
SALARY RANGE:	\$88,000.00 (Step A) - \$106,964.55 (Step E) Annual Salary 2024-25 Supervisory Salary Schedule
HOURS:	8 hours/day Monday through Friday 6:00 a.m. to 2:30 p.m.
DEADLINE:	Monday, September 1, 2025 5:00 p.m.
APPLICATION PROCEDURE:	Visit the Human Resources Website at www.smjuhsd.k12.ca.us DMV printout dated within 2 months required. ServSafe Food Safety Manager Certification required or ability to obtain within 30 days of hire.
JOB DESCRIPTION:	See next page.
WRITTEN TEST:	The most qualified candidates will be invited to appear for testing.

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Salvador Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHS's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

FOOD SERVICE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Food Service, supervise, coordinate, direct, and evaluate the food service operations and employees; provide leadership and support to all levels of Food Service staff.

REPRESENTATIVE DUTIES:

- Assist the Director of Food Service in establishing and implementing production, food service, and budget goals and objectives. **E**
- Monitor food services program to ensure adherence to federal, state, and local nutritional requirements; maintain appropriate records. **E**
- Identify opportunities for training of food services staff as it relates to food production, operation of equipment, technology, and culinary skills with the goal of increasing participation and meal quality. **E**
- Plan, organize, and supervise all system processes related to food service operations, including menu planning, inventory, purchasing, receiving, and the preparation, serving, and safety of food operations and meal service. **E**
- Ensure the National School Lunch Program, the School Breakfast Program, and other federal and state programs are implemented and monitored per regulations; assist with audits as needed. **E**
- Ensure all health and safety regulations are followed and monitored. **E**
- Ensure all food items are received, stored, utilized, and donated within safety and program regulations and requirements. **E**
- Observe kitchen operations, recommend improvements, and strategic objectives for short term and long-term plans in accordance with budgetary guidelines and district needs. **E**
- Perform market research and conduct recipes/product demonstration and tastings with students and staff for acceptable menu items, analyze feedback. **E**
- Plan and schedule the work assignments and activities of the district food service employees; Create, modify, and supervise staff task lists for all staff positions within the department. **E**
- Review staff and student timecards and submit monthly time reports. **E**
- Coordinate, provide, and document staff training. **E**
- Document employee work performance, provide improvement coaching, and provide technical input for the performance evaluation of food service staff. **E**
- Assign substitute food service employees. **E**
- Coordinate and supervise the hiring, scheduling, and training of student workers. **E**
- Ensure all health and safety regulations are followed and monitored. **E**
- Work as a floater in various positions in the kitchen as required to maintain production levels and meet schedules. **E**
- Track and coordinate maintenance and repairs on kitchen equipment. Discuss replacement as needed with Director of Food Services. **E**
- Assist with coordination of the district wellness policy. **E**
- Work cooperatively with professional educators and administrators, vendors, suppliers, representatives of other governmental agencies, and the public. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Principles of personnel training, organization, evaluation, and motivation techniques.

Fundamentals of nutrition and culinary arts.

Advanced principles of large quantity food preparation and safety, food inventory, storage, receiving, and distribution.

Food service equipment operation, safety, and maintenance.

Methods, practices, and procedures for record management systems.

Computer based record management systems and POS systems and software.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Plan, organize and oversee food service operations at an assigned high school.

Estimate food quantities and requisition proper amounts for economical food service.

Operate standard cafeteria equipment and appliances including a computer terminal.

Maintain records and prepare reports.

Add, subtract, multiply, and divide quickly and accurately.

Understand and follow oral and written directions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

EDUCATION:

Any combination equivalent to: An associate degree, including or supplemented by coursework or training in nutrition management, culinary skills, hospitality or food management or a closely related field.

EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position, which includes a minimum of five years of increasingly responsible experience in a food business management environment including two years of experience in a lead or supervisory capacity.

LICESNSES & OTHER REQUIREMENTS:

- Valid California Driver's license
- Food Safety Manager Certification

WORKING CONDITIONS & ENVIRONMENT:

High school food service environment.

Subject to heat from grills, cold from walk-in refrigerators and freezers.

Indoor and outdoor working environment.

PHYSICAL ABILITIES:

Lifting, carrying, pushing, or pulling moderately heavy objects.

Standing and walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment.

Carrying, pushing, or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Seeing to assure proper quantities of food.

Bending at the waist.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.

Exposure to sharp knives, slicers and other machinery having moving parts.

Exposure to cleaning agents.

05/01/2024

SMJUHSD

Supervisory (Range 1)