

## **FOOD SERVICE SUPERVISOR**

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Class Code: 8212

- TITLE:** Food Service Supervisor/Procurement  
Grade 21
- REPORTS TO:** Director Child Nutrition
- SUPERVISES:** Food Service Managers
- JOB FUNCTION:** Manage and coordinate the day-to-day food service operations of assigned school sites & procurement for the program; assure compliance with District, State and federal requirements and laws regarding nutrition, sanitation, safety, procurement and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned Managers to insure that all records, policies, regulations, services, health and safety factor procedures of the Fayette County Public Schools are being followed.

### **DUTIES AND RESPONSIBILITIES:**

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- Visit assigned school cafeterias to monitor: the implementation of County, State, and Federal guidelines for providing quality food service.
- Proper observance of record-keeping, policies, regulations, services, health and safety factors.
- Payroll, appropriate leave cards; appropriate menu planning/procurement and service thereof;
- special events/services.
- Employee evaluations.
- Manager's mileage vouchers; inventories (foods, equipment, operating supplies);financial management.
- Assist with the placement of applicants for food service employment.
- Assist with In-Service activities, development of menu planning guidelines, preparation standards and serving standards guidelines, and food product development/evaluation.
- Work with principals in assigned schools to determine and maintain a desirable Food Service Program in the schools.

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- Evaluate job performance of the Managers.

### **DUTIES AND OTHER RESPONSIBILITIES (CONT.):**

- Attend monthly administrative staff meetings and professional meetings.
- Assist in the training of new Managers in all aspects of the School Food Service Program.
- Evaluate the monthly financial position of assigned school cafeterias; advise Manager on ways to improve financial position.
- Communicate with vendors, follow procurement regulations, expedite orders, and resolve issues with suppliers.
- Advise Managers regarding personnel policies and procedures.
- Assist in the evaluation & procurement of food items, equipment, and operating supplies to be used in the cafeterias.
- Perform other duties as assigned.
- Maintain regular attendance.

### **KNOWLEDGE AND ABILITIES:**

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#### **KNOWLEDGE OF:**

- Nutrition requirements.
- Principles of good nutrition and quantity food preparation and service.
- Price and portion controls.
- Food ordering and storage methods.
- Proper operation and maintenance of food service equipment.
- Federal, district and department purchasing policies, procedures and operations.
- HACCP food handling, safety and sanitation principles, standards and techniques.
- Federal and State laws and regulations governing child nutrition programs such as USDA donated food usage, procurement, free and reduced meals programs for needy students and competitive sales.
- Inventory and record-keeping procedures.
- Basic cost accounting techniques.
- Efficient staff utilization procedures including time and motion studies and work scheduling.
- Interpersonal skills using tact, patience and courtesy.

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### **KNOWLEDGE AND ABILITIES (CONT.):**

- Plan, coordinate and monitor various District food services programs relating to food and equipment procurement, nutritional and safety requirements, personnel, financial efficiency and operational efficiency.

### **ABILITY TO:**

- Develop and recommend changes in District food services operations.
- Plan and modify menus in relation to likes, waste, and commodities using proper nutrition requirements.
- Conduct site visits to facilitate communications, inspect quality of services, and adherence to rules and regulations.
- Assure adherence of food service programs to federal, State and local laws and regulations and District requirements.
- Analyze food service operations for cost effectiveness.
- Prepare and deliver oral presentations.
- Maintain records, compile and verify data and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.

### **PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds.

### **EDUCATION AND EXPERIENCE:**

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- High school diploma or GED certificate and minimum three years of food service management, college degree in Dietetics, Home Economics or related subjects preferred but not required.

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### LICENSES AND OTHER REQUIREMENTS:

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- Valid Kentucky Driver's License, Health Department Manager's Certification, Membership in School Nutrition Association (SNA).

Original Date: 07/01/2004  
Revision Date: 07/01/2011  
Revision Date: 07/01/2012  
Revision Date: 07/01/2014