

# **SCHOOL DISTRICT OF OKEECHOBEE COUNTY**

## **SUPERVISOR OF FOOD SERVICE**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- (1) Bachelor's degree with specialization in food and nutrition, business management, or other acceptable field.
- (2) In lieu of above requirements, a combination of training and experience substantially equivalent.
- (3) Five (5) years of responsible food service management and administrative experience.
- (4) Satisfactory criminal background check and drug screening.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current trends and standards in the preparation and distribution of institutional foods and dietetics. Knowledge of USDA regulations, State Board of Education rules, centralized purchasing, standards of health, safety and cleanliness. Knowledge of specification writing for food service equipment and architectural design. Knowledge of public relations. Knowledge of nutrition and quantity food production. Skill in administrative and financial management operations. Knowledge of computer systems and applications. Ability to communicate orally and in writing.

#### **REPORTS TO:**

Director of Operations

#### **JOB GOAL**

To provide an outstanding, fiscally sound nutrition program of food services which meets local, state and federal requirements and the needs of students throughout the district.

#### **SUPERVISES:**

Assigned Personnel

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Service Delivery**

- \*(1) Direct and coordinate the implementation of a school food service plan in accordance with program requirements, regulations, and policies of the federal government (USDA), Florida Department of Education and the school district.
- \*(2) Standardize food service policies, level of cleanliness, health and safety.
- \*(3) Supervise cafeteria accounting procedures and food service accounting procedures at the district level.
- \*(4) Make all applications for federal and state subsidies.
- \*(5) Review and evaluate all requests and recommendations for purchases of new and replacement equipment.
- \*(6) Coordinate the maintenance and repair of food service equipment.

- \* (7) Plan the district-wide menus and promote quality food preparation and service.
- \* (8) Inspect school lunch facilities and operations to ensure that standards of cleanliness, health and safety are being maintained.
- \* (9) Recommend standardized prices charged for various types of meals.
- \* (10) Serve as a resource person for the instructional phases of the food service program and in the classroom instructional units pertaining to lunch.
- \* (11) Consult with school planners and architects on plans and specifications for new or renovated food preparation centers.
- \* (12) Oversee fiscal management and provide for periodic financial analysis of program operations.
- \* (13) Administer state/federal reimbursement and supervise the preparation of all records and reports as required.
- \* (14) Conduct administrative reviews and surveys as required by the Florida Department of Education.
- \* (15) Request and allocate federally donated commodities to school cafeterias in accordance with prescribed inventory procedures.
- \* (16) Prepare and submit requests for grants for federal programs and equipment.
- \* (17) Visit schools on a regular basis.
- \* (18) Interface with principal concerning the operation of the food service program.

#### **Inter/Intra-Agency Communication and Delivery**

- \* (19) Facilitate contracted food service agreements.
- \* (20) Keep the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
- \* (21) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (22) Respond to inquiries and concerns in a timely manner.
- \* (23) Keep supervisor informed of potential problems or unusual events.
- \* (24) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (25) Provide oversight and direction for cooperative planning with other agencies.
- \* (26) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \* (27) Work closely with district and school staffs to support school improvement initiatives and processes.

#### **Professional Growth and Improvement**

- \* (28) Maintain a network of peer contacts through professional organizations.
- \* (29) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- \* (30) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (31) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (32) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

#### **Systemic Functions**

- \* (33) Assist in the development of School Board policies.
- \* (34) Prepare school and district level school food service budgets.
- \* (35) Represent the district in a positive and professional manner.

- \*(36) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(37) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \*(38) Develop annual goals and objectives consistent with and in support of district goals and priorities.

**Leadership and Strategic Orientation**

- \*(39) Provide leadership and direction for assigned areas of responsibility.
  - \*(40) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
  - \*(41) Assist in implementing the district's goals and strategic commitment.
  - \*(42) Exercise proactive leadership in promoting the vision and mission of the district.
  - \*(43) Set high standards and expectations and promote professional growth for self and others.
  - \*(44) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
  - \*(45) Collaborate with other departments and agencies and contribute to the planning and operation of the district.
  - \*(46) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
  - \*(47) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: March 10, 2015