

DELANO UNION SCHOOL DISTRICT

Food Service Supervisor I (Classified Management)

Brief Description of Job

Under direction, the Food Service Supervisor I leads and supervises the work of food service production and utility staff, is responsible for the effective functioning of the Food Service Department's production and utility areas, and does related work as required.

Administrative Relationship

Works under the supervision of the Director of Food Service or as directed by the Assistant Superintendent-Business.

REQUIRED QUALIFICATIONS

Knowledge of:

Modern institutional food service methods and equipment; sanitation and safety procedures related to food preparation, serving, and storage; warehousing and inventory controls; principles and techniques of supervision, evaluation, and training; office and food service computer software programs.

Ability to:

Plan, coordinate, and supervise the work and training of food service personnel in cooking, serving, packaging, inventory controls, and in all State requirements of the school district meal programs; exercise supervision over assigned food service personnel; evaluate new product and establish food and equipment supplies; test and distribute new recipes; providing dietary balance and adequate nutrition; develop and implement quantity and quality of food service and preparation; keep abreast of rules and regulations pertaining to classified employees; establish and maintain cooperative working relationships with district staff and administration.

Experience

Two (2) years of increasingly responsible experience in a school district or public institution food service program, including one (1) years as supervisor in food service production desired.

Education

Graduation from high school or equivalent. Associates of Arts degree in Food Service Management or related field desired. Additional experience may be substituted for higher education requirement on a year-for-year basis.

License Requirements:

Possession of a valid California Motor Vehicle Operator's License.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Inspects and maintains food service production facilities and warehouse storage areas clean and orderly that meet County Health Code requirements.
2. Supervises monthly inventories and is responsible for stored food and supplies.
3. Maintains proper procedures for ordering, receiving, and storing of food and supplies.
4. Participates in on-the-job training of food service production and utility personnel.
5. Outlines daily duties and work schedules of utility, production, and lead staff.
6. Assists and instructs assigned personnel in methods or procedures of tasks assigned.
7. Works with maintenance staff in the maintenance of production facilities and equipment.
8. Maintains standards of sanitation that will pass County Health Department.
9. Attends in-service training meetings as required or directed by supervisor.

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|---------------|---|---------------|------------------|---|---------------|
| 1. Seldom | = | Less than 25% | 3. Often | = | 51 - 75% |
| 2. Occasional | = | 26 - 50 % | 4. Very Frequent | = | 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to see, interpret, and understand laws, codes, rules, and policies.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 f. Ability to lift at least 40 lbs.
- 1 g. Ability to carry at least 20 lbs.
- 2 h. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.