

Buhl School District #412

Job Description

Non-Certified

Child Nutrition

TITLE:

- Food Service Supervisor

SUMMARY:

- To provide each school child with food of high nutritional quality in an atmosphere of cleanliness and personal caring.

REPORTS TO:

- Business Manager and Superintendent

EDUCATION and/or EXPERIENCE:

1. High school diploma or equivalent.
2. Training in home economics, nutrition, or institutional management.
3. Five years of experience in institutional meal planning and preparation.
4. Specialist in food services.
5. Experience in supervisory, management type employment.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Successful completion of courses within one (1) year of hire date that are required by the Idaho State Department of Education and the Buhl School District.

DUTIES AND RESPONSIBILITIES:

1. Supervise all food service personnel.
2. Plans and supervises the preparation and serving all menus at all schools.
3. Interprets to the administration, staff, and public Federal and State standards and guidelines of the school foodservice and the school food service programs.
4. Purchase and maintain an inventory.
5. Acts as a supervisor for the employment of all foodservice employees.
6. Recommends price charges for various types of lunches.
7. Works with the Business Manager in maintaining financial records.
8. Supervises payroll records.
9. Assists in maintaining records of individual school lunch receipts and deposits.
10. Assists in the preparation of the yearly budget.
11. Informs the public through local media of planned lunch menus on a monthly basis.
12. Complies with all rules and regulations pertaining to reimbursable meals.
13. Supervises the planning and/or operation of any special meals required for district-sponsored events.
14. Maintains records, monies, and federal and state reports in accordance with state and federal guidelines.
15. Attends Board meetings as directed.

16. Perform other tasks and assume other responsibilities as the superintendent and/or board may deem necessary.

SKILLS AND ABILITIES:

1. Ability to communicate clearly and concisely, both orally and in writing.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.
3. Ability to effectively communicate in one-on-one and small group situations to parents, students, and other employees of the district.
4. Ability to solve practical problems and deal with a variety of concrete variables.
5. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
6. Ability to work in a friendly manner and to develop effective working relationships with students, staff, and the school community.
7. Ability to perform duties with awareness of all district requirements and Board of Education policies, and applicable laws.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly stands; walks uses hands and fingers to handle or feel objects, tools, or controls. The employee frequently reaches with hands and arms. The employee must frequently lift and/or move up to 25 pounds and 50 pounds with help. The employee will sometimes push/pull items such as tables, bleachers.

Terms of Employment:

All student attendance days and others as directed by the Superintendent.

This position shall be considered in all respects "employment at will" and the terms set forth in this job description shall not create a property right and are set forth only to advise the employee of when and what types of services will be required by the District.

Salary & Benefits:

1. Salary to be determined by the Board of Trustees
2. Comprehensive benefit package dependent upon weekly hours worked.

Evaluation:

Performance of this position will be evaluated periodically by the Food Service Supervisor or a designee in conformance with District policy relating to the evaluation of classified employees.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information

contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

AN EQUAL OPPORTUNITY EMPLOYER

Employee Printed Name _____

Employee Signature _____ Date _____

My signature acknowledges I have been provided a copy of this job description.