

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

FOOD SERVICE SUPERVISOR

QUALIFICATIONS:

- (1) Bachelor of Science Degree in Business, Management, or Accounting;
- (2) Certification through American School Food Service Association or willing to obtain certification;
- (3) ServSafe Certification or willing to obtain certification; and
- (4) Five (5) years of fiscal management and inventory control, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of regulations, state statute, and federal laws regarding school nutrition programs, fiscal requirements, purchasing, inventory management, records retention, nutrition, financial planning, and distribution of goods for school nutrition programs. Skills in written and oral communication. Ability to supervise and manage delivery of goods to ensure resources are always available. Computer proficiency in general office programs and in fiscal reporting programs.

REPORTS TO:

Director of Food Service

JOB GOAL

To aid Director of Food Service in the operations of the school nutrition program to provide nutritional services to students and staff in an efficient and compliant manner.

SUPERVISES:

Assigned food service staff

PERFORMANCE RESPONSIBILITIES

- (1) Assist the Director of Food Service with departmental duties involved in the planning, organizing, coordinating, supervising, and evaluating all phases of food service operations.
- (2) Assist in development and revision of policy and procedures pertaining to food service.
- (3) Provide quality assurance and control to assigned school sites by monitoring food items for taste, appearance, and quality guidelines.
- (4) Assist in maintaining compliance with USDA policies and procedures.
- (5) Support food services reports, menu compliance, buying procedures, recordkeeping, and finances.
- (6) Evaluate food service program to determine efficiency of operation, accountability, financial status, and adhere to policies, procedures, and regulations.
- (7) Evaluate equipment needs for the program.
- (8) Assist with planning of meal patterns.
- (9) Ensure marketing resources are up to date and posted in compliance with the program.
- (10) Facilitate health and safety inspections.
- (11) Participate in monitoring and quality assurance reviews.
- (12) Attend necessary training to ensure program integrity.
- (13) Perform assigned tasks in a timely and efficient manner.
- (14) Supervise commodity delivery.
- (15) Ensure data reported is accurate.
- (16) Meet reporting deadlines established by the program.

OTHER RESPONSIBILITIES

Performs other tasks and assumes other responsibilities as may be required by the

Superintendent or Director of Food Services.

PHYSICAL REQUIREMENTS:

Light Work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Other District Support Staff salary schedule, pay grade 7-12
12 months; 256 days
7.5 hours per day
Non-union eligible
FLDOE Job Code: 76007

EVALUATION:

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