

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Food Service Supervisor</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Director of Business Services
<b>EDUCATION:</b>	Preference will be given to a candidate that possesses: Bachelor's Degree in Institutional Management, Foods and Nutrition or Hotel and Restaurant Management and 3-5 years of Nutrition Services Supervisory experience	<b>FLSA Status:</b> Exempt
<b>LENGTH OF WORK YEAR:</b>	260 Days/Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>The Food Service Supervisor plans, directs, and manages the activities and operation of the Food Services Department including the leadership of all kitchens and staff, purchasing and inventory control, budget administration, menu management and meal distribution to the School District community. Provides highly responsible and complex administrative support to the Director of Business Services. This is a Supervisory Management level position with full operational responsibility for Food Services. Responsible for planning, evaluating and initiating programs to meet current and future District needs in Food Services. The position ensures the efficient and cost effective delivery of food service that complies with State and Federal programs to include; purchasing, budget preparation, cost analysis, hiring and termination of staff and overseeing supervision of food service positions. Positions at this level are required to develop and maintain program procedures, department systems and efficient work standards. Has full budgetary responsibility responsible for planning, evaluating and initiating programs to meet current and future District needs in food service.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. This position is considered a safety sensitive position.</p>	

### **ESSENTIAL JOB RESPONSIBILITIES**

#### **Employee Supervision**

- Plans, directs and reviews the work of employees assigned to the food services department
- Adjusts work assignments and schedules to maintain appropriate staffing levels and respond to fluctuating workloads
- Evaluates employee performance and prepares performance appraisals in cooperation with the building administrators
- Assesses training needs of staff and arranges for or provides appropriate instructions
- Provides initial orientation to new employees
- Reviews applicant's credentials, participates in the interview process
- Exercises human relation skills to motivate employees and to resolve personnel problems in cooperation with the building administrators

#### **Customer Service**

- Develops standards for prompt, courteous, and efficient service
- Evaluates efficiency of serving areas
- Establishes quality standards in the presentation, merchandising, taste, and service of the food
- Evaluates serving methods to assure students are served quickly
- Recommends solutions to problems with service of food

#### **Sanitation and Safety**

- Facilitates development of sanitation procedures and cleaning schedules
- Ensures proper storage and handling of chemicals and cleaning supplies
- Maintains an effective insect and rodent control system in compliance with the District's Pest Management Plan
- Maintains established safety standards and rules; recommends changes

- Monitors food service unit compliance with health and safety rules established by federal (OSHA), state and local agencies
- Considers safety requirements when ordering equipment

**Financial Management and Record Keeping**

- Operates program within budget
- Implements control in all cost categories (e.g. labor, food, supply, operating)
- Establishes financial objectives for the food service operation
- Supervises free and reduced- price meal applications and verification process
- Evaluates methods of application to ODE for reimbursements; Ensures accurate claims for reimbursements are processed in a timely manner
- Establishes a system to assure food service fiscal accountability
- Provide profit/loss statements for each kitchen
- Extensive computer skills are necessary for use of the following types of software: Accounting meals counting and claiming, food recipes software for nutrition evaluation and production, databases and spreadsheets (Excel), E-Mail (Outlook), and Word Processing (MS Word). Familiarity of other food service programs and the ability to learn new software in a timely manner.

**Food Production**

- Evaluates food quality
- Establishes procedures to ensure appropriate temperatures of foods during preparation, transportation, and service
- Establishes procedures for portion control. Delegates authority and responsibility for food productions and service to cook managers and assistant cooks
- Establishes procedures to provide and preserve maximum nutritional value of food
- Works with cook managers to evaluate the food production system and food quality and revises the system as needed to improve operations

**Procurement**

- Determines the type and quantity of food and supplies to be purchases based on student needs and resources available
- Maintains a system for proper storage and distribution of food and supplies throughout the District
- Creates and maintains an Equipment Replacement Plan for budget planning purposes
- Maintains a purchasing system consistent with the USDA and state purchasing guidelines
- Establishes a purchasing system to secure food and supplies used by the District food service units
- Evaluates maintenance program for all kitchen equipment
- Determines items to purchase for kitchen equipment replacement
- Coordinates repairs to equipment at all kitchens

**Program Accountability**

- Assesses program compliance with federal, state and local regulations
- Revises school food service program operations based on changes in federal, state, and/or local regulations
- Informs administrative staff and school food service program personnel of federal, state and local government regulations that affect program operations
- Communicates changes to school food service personnel
- Cooperates with federal and state agencies and personnel responsible for the administration and review of District food service programs

Other duties as assigned.

Regular attendance is an essential function of this position.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				

> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 50 lbs.					
If required, lifts over 50 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.		X			
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 50 lbs.					
If required, lifts over 50 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.		X			
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: 50 lbs. unless assisted with a device, etc.					
Distance: 75 Type of Surface: (i.e. level, carpet, tile): Any					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside	99 % of the time / Works Outside 1 % of the time.
Temperature Extremes:	Yes
Works on or around moving machinery or mechanical parts:	Yes

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist					X
Crouch/Squat			X		
Kneel			X		
Crawl		X			
Walk-Level Surface					X
Walk-Uneven Surface		X			
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X			
Reach Below Shoulder					X
Use of Arms					X
Use of Wrists					X
Use of Hands					X
Grasping/Squeezing					X
Operate Foot Controls		X			

