

# JEFFERSON COUNTY SCHOOL SYSTEM

## JOB DESCRIPTION

### FOOD SERVICE SUPERVISOR

#### Qualifications

1. Skills to effectively manage all aspects of food service

#### Essential Duties and Responsibilities

1. Establishes the organizational framework necessary for achieving program goals and objectives;
2. Administers and directs the total food service/school nutrition programs of the school system;
3. Directs program activities in compliance with federal/state/local governmental regulations;
4. Applies effective labor-management relations to the food service operation;
5. Supervises child nutrition operations to assure that meals served are nutritionally adequate, standards of safety and sanitation are met, and proper records maintained;
6. Assists in preparation of menus, which meet State and Federal guidelines;
7. Implements bidding process for all food, nonfood and equipment;
8. Establishes a system for the procurement of all food and nonfood materials;
9. Establishes a system for the receiving, storage and allocation of food and nonfood materials;
10. Plans and evaluates a system for the assembly and serving of food;
11. Establishes a system of food sales and merchandising;
12. Participates in facility planning, equipment specification and selection;
13. Implements and evaluates sanitation standards;
14. Evaluates and determines the effectiveness of individual school food service units in order to achieve program goals and objectives;
15. Promotes and maintains an effective communications and public relations program;
16. Implements local School Board Policies pertaining to the food service department and acts as liaison to the Board of Education;
17. Submits local, state and federal reports to proper agencies;
18. Operates a free and reduced price meal program with an efficient system of record keeping, reporting and verification;
19. Initiates innovative programs and technological advances;
20. Makes recommendations to the Board of Education as to hiring and dismissal of personnel;
21. Provides leadership and training for personnel, plans in-service meetings, and conducts managers' meetings;
22. Participates in local, area, state and federal in-service seminars and workshops in order to improve the local Child Nutrition Program;
23. Prepares and implements a yearly budget and prepares budget amendments when necessary for the food service department;
24. Supervises central office staff along with cafeteria staff in all schools; and
25. Performs other duties as assigned by the Director of Schools.