



FOOD SERVICE FIELD SUPERVISOR

Purpose Statement

The job of the Food Service Field Supervisor is to ensure school cafeterias are compliant with all local and state health department regulations and that the kitchens are being operated in an efficient manner. Qualified applicants must have proven successful food service management experience. Candidate will assist cafeteria staff of 250 employees in following proper procedures and regulations in relation to ordering, receiving, storing, handling, merchandising, preparation, serving of food and nutritional education. This individual will assist cafeteria managers with staff training and supervision, accounting procedures and other duties to ensure efficient and effective operations.

This job reports to the Food Service Director.

Essential Functions

- Oversee the food quality of all meals prepared in the district
- Supervises a staff of 250 employees
- Demonstrate knowledge of the National School Lunch Program and School Breakfast Program
- Evaluates cafeteria programs as directed by the School Nutrition Director or designee. Makes daily visits to school cafeterias for the purpose of planning and checking all menus for school lunches and special meals.
- Assist in the development and revision of 'Standardized Recipes'
- Assists in the standardization of food portion size and their subsequent correlation with lunch type to meet calorie guidelines.
- Reviews work schedules, observes employees and confers with managers and employees to ensure that training issues and concerns are properly addressed.
- Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained. Ensures that high standards of health and safety are maintained through regular visitations to all lunchrooms and cafeterias in the district. Standardizes levels of cleanliness, health and safety.
- Identifies and recommends improvements in school nutrition operations.
- Maintains log of activities for briefing School Nutrition Director; assists with the management of School Nutrition Department; recommends changes to policies and procedures for consideration by School Nutrition Director.
- Interprets school nutrition policy and procedures to ensure managers understand regulations and cafeteria operations are in compliance.
- Participates in developing and conducting training for personnel.
- Monitors school cafeterias for overall safety and sanitation; storage of food and supplies; security of food and supplies; supervision, preparation and serving of food; cleanup operations for kitchens, serving lines, storage and dining areas, ensuring that the school nutrition programs throughout the district is administered in accordance with Federal laws, USDA regulations and school board policies.
- Ensures that menus that are prepared by the district are followed without deviation in the school cafeterias.
- Audits worksheets, inventories and work schedules at school cafeterias. Reviews Production Records and supporting documentation for assigned schools.
- Works with system dietician with input on menus.
- Assists with catering and special functions.
- Attends meetings as necessary, such as State training, Food Service Equipment Seminars, Food Vendor conferences.
- Ensure that all required reports and documents are submitted in a timely manner.
- Performs other related duties as required.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District.



Williamson County Schools

RIGOR • RELEVANCE • RELATIONSHIPS • RELENTLESSNESS

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

High School diploma required with five years management experience in food service operations. College graduate preferred with an emphasis in Nutrition, and Food Service Management. Certification by the School Nutrition Association and SNS is also preferred.

KNOW LEDGE

- Knowledge of the National School Lunch Program, School Lunch Program, and Seamless Summer Feeding Program.
- Knowledge of the Healthy, Hunger-Free Kids Act of 2010 and implementation guidelines.
- Knowledge of the management and supervision of a school nutrition operation, including the principles and practices of the school nutritional program development, administration, and evaluations.
- Knowledge of HACCP ((Hazard Analysis Critical Control Points) requirements for food sanitation and development of SOPs (Standard Operational Procedures).
- Knowledge of the policies, procedures, and activities of the School System and School Nutrition laws and regulations as they pertain to the performance of duties relating to the position of School Nutrition Field Manager.

ABILITY

- Ability to develop and implement 'Action Plans' for identified deficiencies and maintain a professional working relationship with school nutrition staff and principals.
- Ability to operate a variety of office and kitchen equipment, use body members to work, move or carry objects or materials, to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently, to lift and/or carry weight of thirty pounds, more with assistance, and to perform cooking operations and instruct in same.
- Ability of speaking and/or signaling people to convey or exchange administrative and financial information. Includes giving assignments and/or directions to subordinates, co-workers or assistants.
- Ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to school nutrition, write reports with proper format, punctuation, spelling and grammar, using all parts of speech, to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages, to differentiate colors and shades of color, and must be knowledgeable of Microsoft® Products.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 50% walking, and 35% standing.

EXPERIENCE: Job related experience is required.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified



REQUIRED TESTING:

CERTIFICATES & LICENSES:

FLSA STATUS:

None Specified

Non-Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:

SALARY GRADE:

Criminal Justice Fingerprint/Background Clearance

Classified