



TITLE: SUPERVISOR FOOD SERVICES

TITLE OF SUPERVISOR: Superintendent

SUPERVISES: All Food Service Employees

QUALIFICATIONS: Holds a Bachelor of Science degree, with a major in the field of Home Economics, Food Science, or a related field.
Has certification as set by the state.

TERMS OF EMPLOYMENT: The work year is eleven (11) months. Salary to be in accordance with current schedule.

EVALUATION: Performance of the job will be evaluated annually according to Board policy for evaluation of administrative personnel.

GENERAL RESPONSIBILITIES: Develops, administers, and supervises the district food service program, through program planning, personnel management, facilities planning, and establishing a program of marketing and communication.

DESCRIPTION OF DUTIES:

1. Plans menus and selects standard recipes to be used in the preparation and serving at minimum cost based on sound nutritional adequacy set by USDA.
2. Serves as purchasing agent for food, supplies, and equipment under the regulations of USDA and the district policy.
3. Receives, stores, and plans the use and distribution of USDA donated foods.
4. Establishes, prepares, tabulates, and maintains specifications for food and supplies to be purchased which require bids.
5. Establishes procedures for the transfer of food and equipment among the schools of the district, and from the warehouse to the individual school.
6. Develops and administers accurate accounting procedures and records for proper management of money, labor, food, supplies, and other cost.

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7. Oversees depositing and reporting of school lunch monies.
8. Recommends applicants for cafeteria personnel, re-assignments, and transfers as deemed necessary to secure the highest efficiency of the cafeteria staff.
9. Standardizes and administers personnel policies and regulations regarding routine matters of management, work performance standards, and work schedules.
10. Plans and directs in service/staff development training activities for Food Service personnel.
11. Maintains high standards of sanitation and safety in the food service area as required by the local and state health officials.
12. Supervises the operation and maintenance of equipment which involves preparing work orders, calling in emergencies, and follow-ups on completion.
13. Records and maintains perpetual inventory of all purchased items including foods and equipment.
14. Prepares and submits all forms and reports necessary for the operation of Food Services, including Policy Statement and Agreement, USDA, etc.
15. Coordinates administration of the free lunch program in all schools in accordance with the guidelines as formulated by the State Department of Education and the United States Department of Agriculture.
16. Supervises the transportation of meals to any and all satellite facilities.
17. Writes specifications for equipment, reviews bids, and selects items to be recommended for purchase.
18. Assists instructional staff members in various schools with efforts in nutrition education.
19. Discusses with principals, teachers, and parents regulations concerning free/reduced lunch program and suggestions to improve services of School Food Services.
20. Delivers food, supplies, and payroll to the various schools.
21. Attends local, state and national workshops and conferences to maintain competence and increase professional growth.
22. Keeps the Superintendent and Board informed on changes in policy/regulations and new trends in Food Services.
23. Assists in the verification of expenditures in the Food Services budget.

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24. Performs other duties as assigned by the Superintendent.