

SYLVAN UNION SCHOOL DISTRICT

Job Description

Pending Board
Approval

FLSA Exempt

JOB CLASSIFICATION TITLE: SUPERVISOR OF FOOD SERVICES

Description of Position:

Supports the operational and supervisory duties within the food service department in accordance with State Laws, Federal Laws, USDA Regulations, School Board Policies, and District Goals.

Essential Function:

Under the supervision of the Director of Food Services, assists with the supervision, direction, and coordination of all activities of the Food Service Department while ensuring compliance with State Laws, Federal Laws, USDA Regulations, School Board Policies, and District Goals.

Representative Duties:

1. Coordinates and supervises operational functions of the Food Service Department for the purpose of ensuring that it operates in a safe, fiscally responsible, and efficient manner in accordance with State Laws, Federal Laws, USDA Regulations, School Board Policies, and District Goals.
2. Prepare, process, and maintains a variety of applications, forms, sheets, reports, records, and files related to the operation of the food service department in accordance with State Laws, Federal Laws, USDA Regulations, School Board Policies.
3. Implements assigned activities and/or projects for the purpose of complying with regulatory requirements and established guidelines.
4. Responds to inquiries for the purpose of providing information and/or direction regarding food service policies and practices.
5. Act as a designee for the Director of Food Services as appropriate.
6. Performs any duties and responsibilities as assigned that are within the scope of employment.

Knowledge and Skills:

1. Knowledge of methods, practices, principles and terminology used in accounting, auditing, and financial analysis for school nutrition programs.
2. Knowledge of the laws, rules, and for various schools nutrition programs while ensuring compliance with the United States Department of Agriculture, California Department of Education and California Retail Food Codes.
3. Knowledge of laws, rules, and regulations related to Generally Accepted Accounting Principles.
4. Knowledge of current computer software applications including spreadsheets.

Abilities:

1. Ability to plan, coordinate and observe the activities of the District food service facilities; organize and monitor ordering, receiving, storage and inventory of food and related supplies.
2. Ability to perform complex accounting work and prepare custom reports using spreadsheet programs.
3. Ability to listen to instructions and act on those instructions with minimal guidance.
4. Ability to speak, write, and listen effectively, organizes thoughts logically, and explains technical concepts to stakeholders using patience and courtesy.
5. Ability to read, understand, and apply district budget, accounting, and fiscal procedures and policies.
6. Ability to understand and implement the rules and regulations regarding the various schools nutrition programs.
7. Ability to work independently and as part of a team.
8. Ability to think creatively, critically, and to problem solve.

Physical Abilities:

1. Position involves standing, walking, stooping, and occasional carrying and lifting of up to 25 pounds.
2. May be required to sit for extended periods of time.
3. Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment.
4. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

Education Requirements

1. Bachelor's Degree in job related area such as Business Administration, Accounting, Food and Nutrition.

Personal Qualities

1. Appearance, grooming, and personality which promotes professionalism of the department and district.
2. Adaptability and flexibility to work independently, and as part of a team in a cooperative and harmonious manner with minimal supervision.
3. Initiative, good judgment, tact, patience, and confidentiality, and ability to stick with challenges until mastered.
4. Energetic, organized, and ethical.

Board Approved:

Salary: Classified Management Salary Schedule

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