

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: FOOD SERVICE SUPERVISOR

GENERAL DESCRIPTION: The School Food Service Supervisor shall, under the direction of the Business Manager, operate an efficient and effective Food Service Program.

QUALIFICATIONS: High School Diploma or GED. Prior experience in the preparation of foods served in a School Food Service Department, the use and care of equipment used in a School Food Service Department, the sanitary and safety practices associated with School Lunch, and knowledge of food values and nutrition.

KNOWLEDGE: Extensive knowledge of the preparation of all foods normally served and the use and care of all equipment normally used in a School Food Service Department; knowledge of the sanitary and safety practices associated with School Lunch and some knowledge of food values and nutrition. Also requires knowledge of basic cooking, awareness of cleanliness, sanitary procedures, and food safety requirements as defined by State and Federal statute.

SKILLS:

1. Must have the ability to understand and follow oral and written instructions; to instruct others in the performance of duties; to interpret recipes and make necessary adjustments; to cope with emergencies.
2. Must be able to organize and supervise personnel, and communicate administrative policy.
3. Must be able to keep records, and implement useful information for the betterment of the program.
4. Must have demonstrated the ability to assume managerial responsibilities, and must be dependable, mentally alert, trustworthy and neat in appearance.
5. Must have good human relation skills and be able to communicate well with others in a service setting.

ABILITIES:

1. Requires ability to interact well with students and staff.
2. Requires ability to organize and supervise personnel and communicate administrative policy.
3. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of managerial duties.
4. Requires ability to keep records and implement useful information for the betterment of the program.
5. Requires the ability to operate, maneuver and/or control the actions of manual and electrically powered food preparation equipment, and hand-held supplies and cooking tools.

6. Requires the ability to perform addition and subtraction. Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information.
7. Requires ability to carry out detailed written or oral instructions. Requires the ability to utilize a wide variety of reference and descriptive data and information.

CLASSIFICATION: This position is designated as a school-year support position.

REPORTS TO: Business Administrator

SUPERVISES: Food Service Assistants

ROUTINE FUNCTIONS AND RESPONSIBILITIES:

1. Plans menus and checks for nutritional adequacy.
2. Outlines duties and defines responsibilities of the food service assistants.
3. Instructs and supervises employees regarding policy.
4. Recognizes good sanitation and safety practices and implements those practices.
5. Procures all supplies necessary for smooth operation.
6. Collects Free and Reduced Lunch applications and completes required paperwork associated with collection and verification of data.
7. Maintains accurate records and forwards necessary forms to Superintendent's Office.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
3. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate tastes.

4. Some tasks require oral communications ability. Employee is required to supervise staff and occasionally deal with stressful situations and resolution of conflict.
5. Most tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, depth, and ability to adjust focus.
6. Employee is required to drive.
7. Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, wetness, humidity, machinery, temperature and noise extremes, and toxic/poisonous agents.
8. Job is performed for the most part in a school setting, with occasional outside weather conditions. Noise level is that of a typical school setting and commercial kitchen.

TERMS OF EMPLOYMENT:

1. School year plus two weeks, 5 days per week, 8 hours per day
2. Clear criminal background check
3. Verification of health to perform job
4. NH driver's license
5. Support contract with salary and benefits as defined by School Board policy.

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.