

# Gateway School District

## Position Description

Position Title: **Supervisor of Food Service**  
Location: Gateway High School  
Reports To: Business Manager  
Term: 12 month, Act 93 (GAA)

### **Minimum Qualifications:**

- Bachelor's Degree in food service management or nutrition. Registered Dietitian status preferred
- Demonstrated experience and competence in food service, preferably in a school district
- Previous experience in food service management preferred
- Pennsylvania Registered School Business Official or Specialist status through PASBO preferred
- Knowledge in the areas of county and state laws pertaining to food service
- Strong leadership and personal drive
- Passion for children and their families
- Ability to implement programs to improve the food service department
- Ability to build partnerships with community organizations
- Commitment to technological advancement
- Strong communication skills
- An entrepreneurial spirit and a proven track record
- Clearances - Current Child Abuse (Act 151), FBI (Act 114) and Criminal Record (Act 34) required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### **Goals:**

- To assure that each school child is provided with food of high nutritious quality in an atmosphere of cleanliness, cheerful and personal caring in conformance with local, state, and federal regulations and requirements including public health and safety.

### **Essential Duties and Responsibility:**

- Verifies that the District's program meets all federal and state standards for school lunch and breakfast programs
- Plans menus for school lunches, school breakfasts, special diets and special events based on sound nutritional adequacy and pupil acceptance. Establishes standards for food preparation and service with emphasis on appetizing appeal, maximum nutritive value and flavor, efficient preparation and service under sanitary conditions
- Inspects, on a routine basis, all school lunch facilities to verify that all standards of diet, cleanliness, health, and safety are being maintained

- Develops standard recipes and portions to be used in the preparation and serving of foods with emphasis on the use of donated commodities. Oversees the preparation and serving of District meal programs
- Submits all applications/reports/reimbursement claims in a timely manner to ensure that the District receives all appropriate federal and state subsidies including donated commodities
- Has a working knowledge of all local and state health laws and regulations, including all regulations associated with the National School Lunch / Breakfast / Snack Programs
- Plans in-service training programs, personnel conferences and regular staff meetings. Keeps personnel informed of required health laws including physical examinations and good sanitation practices
- Instructs personnel in proper use and care of equipment and supplies
- Interviews, screens and recommends appointment of all food service personnel
- Establishes work performance standards and plans work schedule for food service personnel
- Develops and maintains accurate accounting procedures and records for proper control and management of money, labor, food, supplies and other costs of the Cafeteria Fund. Submits monthly reports to the Board of School Directors
- Reviews all food service expenditures and submits authorized, approved billings to appropriate office for payment
- Establishes and maintains records necessary for proper control of equipment and supplies
- Develops specifications and standards of quality for purchasing food supplies and small equipment. Purchases food, supplies and arranges for their proper storage and distribution, including donated commodities. Submits specifications for large equipment to Business Manager
- Keeps informed of new developments in equipment that will improve and upgrade the school food service program
- Cooperates in the planning of school food service facilities including layout and the selection of large and small equipment and furnishings
- Assists in the establishment of and interprets aims and objectives of the program to students, staff, parents, community, including holding meetings with all concerned to obtain feedback on program objectives
- Informs the public of planned menus on a regular basis
- Coordinates with custodian and maintenance departments in planning for the proper care and maintenance of equipment and supplies and the proper cleaning of food service area.
- Reviews all Free/Reduced Meal Applications to determine eligibility
- Serves on the District Wellness Committee
- Performs duties with awareness of all District's requirements and practices
- Assumes any other responsibilities as assigned by the Business Manager or designee.

**Supervisory Duties:**

- Experience in handling staff problems and concerns in a timely manner
- Ability to effectively plan and organize workload of staff
- Assist in establishing and enforcing work methods, sanitation and health standards
- Direct food service managers and workers for the purposes of maximizing the efficiency of the work force

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Confidentiality:**

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Must have the ability to write routine reports, correspondence and to speak effectively before parents, staff and students.

**Computer Skills:**

Demonstrate proficiency with IBM-based or MAC based personal computers and programs such as Windows XP, Office 2010 spreadsheets, database, and presentation programs.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Updated May 11, 2012