



FOODS SERVICES OPERATIONS SUPERVISOR

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Food Services, the position is responsible for supervising, planning and managing the logistics of the food service department to include catering services.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversee the work of the supervising managers responsible for managing a zone of school cafeteria employees.
- Determine and maintain staffing levels for school cafeterias.
- Work collaboratively with human resources on staffing and other personnel issues; assist with resolution of personnel problems as needed.
- Collaborate with the district chef to develop, test, and implement scratch cooking into the existing menus.
- Ensure adherence to nutritional guidelines; review products to keep menus current.
- Test, recommend, and write specifications for products in cooperation with purchasing, vendors, volunteer employee evaluators, and students.
- Overseeing all aspects of the Summer Feeding Programs including menu development, product ordering, staff training and scheduling, and compliance with federal and state regulations.
- Monitor the success of products and services and revise as needed.
- Work with Office of Purchasing Services to establish Request for Proposals (RFPs), bids and other contracts for goods and services related to the food service operation, in accordance with federal, state, and local policies.
- Interact with vendors concerning products, deliveries, and complaints.
- Provide oversight of purchases, deliveries, and transfers from the warehouse to cafeterias.
- Review weekly inventory reports and analyze purchase summary reports from the distributor.
- Research, develop and assist with the implementation of new programs and procedures.
- Review, monitor and improve efficiencies and procedures related to the food service program.
- Facilitate communication and answer questions through letters, memos, weekly updates, email, and other tools.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have considerable knowledge of the practices, procedures and regulations relating to school food service, and food quality and values. Must have a thorough knowledge of the principles and practices used in ordering, receiving and storing food in large quantities, and budgeting and accounting practices and procedures. Must have the ability to plan and supervise the work of a large group of employees, prepare complex and technical reports, and express ideas clearly both orally and in writing. Must have the ability to interact, establish and maintain effective relationships with division administrators, staff, and other city, state and national organizations/department.

EDUCATION AND EXPERIENCE

Required:

Bachelors' degree in institutional or hospitality food service management.

Considerable experience working in school food services and/or institutional food service management.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and driving. Occasional standing, bending, stooping, and reaching. Work involves moderate exposure to unusual elements such as extreme heat and hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.



Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/18, 7/20
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