

## **ROLE DESCRIPTION FOOD SERVICE SUPERVISOR**

**TITLE:** Food Service Supervisor

**QUALIFICATIONS:**

1. High school diploma or equivalent preferred.
2. Supervisory experience preferred.
3. Ability to communicate with adults and children necessary.
4. Proficient with computer systems.

**REPORTS TO:**

Director of Food Services

**SUPERVISES:**

School Kitchen Workers

**JOB GOAL:**

To enhance student achievement by assisting in the preparation of planned, nutritional meals served in a pleasant, sanitary manner.

**PERFORMANCE RESPONSIBILITIES:**

**A. OVERSEE DAILY OPERATIONS:**

1. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment, which includes on-going cross training.
2. Confer with the Director regarding any personnel problems.
3. Check food shipments into the school, signing invoices after verification.
4. Determine the quantities of each food item to be prepared daily.
5. Submit orders to the Director as scheduled for all necessary products.
6. Determine the serving size to meet the requirements for each age group.
7. Attend periodic managers meetings as mutually agreed upon with Director.
8. Assist with cooking and preparing meals as needed.

**B. MAINTAIN THE HIGHEST STANDARDS OF SAFETY AND CLEANLINESS:**

1. Maintain the highest standard of safety and cleanliness in the kitchen following the New Hampshire Sanitation Code.
2. Report immediately any problems or accidents occurring in the kitchen or the cafeteria to the Director.
3. Report any faulty or inferior quality food or equipment to the Director.
4. Supervise the daily cleaning of all kitchen equipment, pans and utensils.
5. Insure that student allergy list is posted and adhered to by all kitchen workers.
6. Participate in relevant training as required.

**C. ACCOUNTABLE FOR FUNDS AND PAPERWORK:**

1. Record all food requisitions from the storeroom.
2. Verify daily deposit and points of service (POS) reports.
3. Complete daily inventory and production sheets.
4. Prepare weekly food and paper vendor orders.
5. Ensure payroll procedures are accurate and completed on time.

D. SERVE STUDENTS AND STAFF IN A CONSISTENT AND PLEASANT MANNER:

1. Maintain a positive attitude while serving students and staff.
2. Act as cashier on a Point of Sale computer.
3. Record student's accounts accurately and confidentially.
4. Enter lunch sales during lunch periods.

E. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Frequent  
Walking – Occasional  
Sitting – Occasional  
Driving – Frequent  
Lifting – Lift a minimum of 25 lbs. – 30 lbs.  
Bending/stooping – Frequent to Occasional

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.