

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Food Service Supervisor **DEPARTMENT:** Facilities and Operations
Food Service

REPORTS TO: Director of Food Services

POSITION SUMMARY: Under the Direction of the Director the job of Food Service Supervisor is done for the purpose/s of providing administrative and account support to the Director of Food Services and the Department; ensuring compliance with the National School Free & Reduced Lunch Program; ensuring records meet the financial, legal, administrative, and retention requirements; and training, supervising and evaluating Food Services kitchen staff. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Supervises and evaluates assigned Food Service staff in the performance of their jobs
- Oversees the preparation of food in assigned facilities
- Coordinates and oversees that District kitchens meet federal, state, and local Health Department regulations and are compliant with established preparation and service methods, including the maintenance of appropriate records
- Coordinates and provides appropriate training to assigned Food Service staff, developing training according to need and situation
- Coordinates and manages the District's implementation of the Free & Reduced Lunch Program, including appropriate communication with stakeholders around applications and information distribution and processing
- Maintains complex and confidential electronic and physical files and records for individual and department use, for the purpose of providing up-to-date reference, and in compliance with records retention guidelines
- Drafts, prepares and processes a variety of electronic communication, forms, memoranda, resolutions, contracts, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames.
- Compile, analyze, and synthesize data from the Computer Assisted Food Service (CAFS) and other sources to develop reports, trainings, and documents
- Prepares a wide variety of financial reports and documents for the purpose of documenting activities, providing written reference and/or conveying information
- Processes documents and materials for the purpose of disseminating information to appropriate parties and appropriate records retention.
- Manages the CAFS software system, including the contact with vendor, the provision of support/troubleshooting to kitchen staff, the recommendation of equipment replacement and system updates to supervisor, and the general maintenance of the system
- Provides internal monitoring of kitchens' cash handling procedures and variances, reporting discrepancies as appropriate
- Monitors and manages a credit card prepay system for student's lunch accounts in conjunction with appropriate staff from Finance and Operations
- Maintain current knowledge of rules, regulations, legislation, technology, and procedures governing Food Service operations.
- Attends staff and other professional meetings as may be assigned or necessary.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Director and other stakeholders as appropriate or as directed
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's degree preferred. Qualifying experience may substitute for the educational requirement.

EXPERIENCE: Three (3) years of related experience in a large and complex organization. Previous experience using Skyward is preferred. Further, the individual will possess the:

- Ability to perform basic math, including calculations using fractions, percentages, and/or ratios.
- Ability to work independently, takes initiative, organize projects and details, and make decisions efficaciously.
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate issues.
- Ability to focus on details to ensure data integrity in benefits information.
- Flexibility is required to work with others in a variety of circumstances.
- Ability to work extended shifts when necessary

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: Valid King County Health Dept. Food Handler’s Permit; Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Attend applicable OSPI and CAFS trainings. Training or education which is required to be effective in the position and to maintain certification.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date