

Catholic Schools of Greater Kalamazoo Staff Requisition

School St. Augustine

Position of Job Requested Food Service Site Supervisor

Full-Time _____ Part-Time X Work Schedule: 5 days per week @ 4 – 5 hours/ day

New _____ or Replacement Yes (yes or no)

Is Position Budgeted for Planned fiscal Year Yes (yes or no)

Key Job Responsibilities:

1. Supervise Employees
 - A. Enforce Policies and Procedures
 - B. Monitor employee schedules and check time sheets
2. Food Preparation, Cooking and Serving
 - A. Uphold all State Health and Safety Regulations
 - B. Uphold Guidelines of State and Federal Child Nutrition Programs
3. Oversee Food Operation
 - A. Take Inventory
 - B. Complete all ordering of food
 - C. Ability to lift up to 50 lbs.
4. Keep Accurate Records
 - A. Complete daily production records
 - B. Complete monthly deposits
5. Oversee and participate in daily cleaning of the kitchen
6. Lock up Facilities at the end of the day

Describe the Reasons this Position is required:

1. Fill open position
- 2.

Alternative Options Considered and Pursued before Requesting this Position

1.

Planned Salary Scale or Salary Range

System General Hourly Compensation Guide

Requested by Principal or Administrator

Approved by

R. Clark

Melissa Anderegg

Date 3/14/16

Date 3/14/16

Posting week Begins 3/23/16

Posting Ends:

