



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Food Service Supervisor

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Bachelor's degree with a academic major in areas including: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field
2. Five years or more experience preferred
3. Serv Safe Training, or completion within the first 30 days of hire
4. Thorough knowledge of equipment use and care
5. In-depth knowledge of food preparation and serving practices
6. Ability to develop and maintain harmonious and productive working relationships
7. Working knowledge of budgetary principles
8. Ability to compile and analyze data
9. Ability and skill to lead, manage, and supervise people
10. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Food service staff

REPORTS TO

Superintendent

JOB GOAL

Oversee all aspects of the Food Service Program, including national school lunch and breakfast programs; and, when provided, the snack program and Summer Feeding Program; to comply with all rules and regulations of the U.S. Office of Child Nutrition, the USDA, and the Department of Health

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Work with managers on needs such as: personnel; maintenance of facilities and equipment; and technology needs
2. Coordinate all information concerning special needs students
3. Work with parents about concerns
4. Work with district personnel regarding Food Service needs
5. Order all food, supplies, and equipment for all cafeterias in district including commodity
6. Work with Food Service staff concerning all purchases (food, equipment, supplies, etc.)
7. Responsible for all local Food Service training needs
8. Prepare, monitor and audit annual budget
9. Review monthly fundamental reports to determine financial viability
10. Determine department needs consistent with current profit and loss statements
11. Work with vendors for equipment, food, commodities, supplies, etc.
12. Prepare and audit all reports for submission to state/local entities
13. Monitor the online payment site and manage all financial aspects thereof

14. Address concerns from: parents, employees, cafeteria managers, and district staff
15. Address any areas of concern relating to reimbursement/expenditures
16. Create purchase requisitions, process purchase orders, and docket of claims for food service purchases
17. Prepare all Food Service staff time and attendance reports for the Payroll Department
18. Address and review work related injuries
19. Complete all grant applications
20. Develop and monitor Hazard Analysis Critical Control Point system and required documentation
21. Provide managers with daily support and guidance
22. Visit sites as needed
23. Approve free and reduced lunch applications
24. Prepare all Direct Certification documents
25. Work with school staff concerning free and reduced status
26. Verify that all paperwork is in accordance with MDE and USDA guidelines
27. Provide schools with nutrition materials as requested
28. Attend IEP meetings when requested
29. Complete National School Lunch contracts with MDE
30. Maintain compliance with MDE standards and guidelines
31. Maintain compliance with USDA standards and guidelines
32. Maintain Health Department compliance
33. If provided, oversee the Summer Feeding program
34. Performs other duties as assigned

TERMS OF EMPLOYMENT

205 days annually with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.