

TITLE: Food Service Supervisor (FSS)

LOCATION: Central Kitchen, District Satellite School Kitchens

HOURS: 40 hrs per week – FLSA Exempt

SALARY: Prof Tech Level I

JOB SUMMARY

This position works in conjunction with the Director of Food Nutrition Services (DFNS), the Central Kitchen Manager (CKM), and various satellite kitchens to support the efficient operation of the district's Food Services Program. This supervisory position is responsible for developing and implementing the training and evaluation of Food Service staff throughout the district. This position will test and develop new menu options, assist in food ordering, oversee inventory control, and implements program efficiencies. The Food Service Supervisor reports to and is under the direction of the Director of Food Nutrition Services.

DUTIES AND RESPONSIBILITIES:

- Travels to and from various District sites to provide staff supervision and training.
- Supervises, schedules, and evaluates the work of assigned staff; advises, assists, backs up, and trains department personnel; participates in the selection of new employees and makes recommendations regarding the hiring of food service hourly employees. Helps ensure employee compliance with district policy and procedures and local, state, and federal regulations.
- Coordinates and completes annual evaluations for all food service employees at the satellite schools by the completion deadline.
- Coordinates work calendar with DFNS to ensure adequate year-round coverage of the food service program.
- Collaborates with the Food Services Office to ensure substitute coverage is arranged.
- Assists the DFNS and CKM in developing work standards and procedures; coordinates and supervises the training of employees in their area of work with instructions in point of sale and computer literacy, sanitation, personal hygiene, food preparation and serving methods and techniques, proper equipment usage, customer service, efficiency, and legal and safety standards applicable to area of operations. Coordinate with CKM and DFNS to provide training and model best practices to improve employee performance.
- Assist DFNS with recipe standardization, preparation, and the development and implementation of service methods that ensure proper food handling and quality standards are established and/or maintained.
- Ensures food orders are completed and submitted; acts as the liaison between satellite location ordering and central kitchen ordering to ensure orders are reasonable and adjustments are made to avoid waste and/or shortages.
- Assists DFNS with site inspections to evaluate work activities and to assure meal quality, compliance with State and Federal requirements, and safety and sanitation standards are being maintained.
- Evaluates the condition of equipment and makes recommendation for purchase.
- Prepares and maintains appropriate reports and records of activities in area of assignment. Prepares ongoing food and supply inventory and assists CKM with end of year satellite location and CK inventory process.
- Resolves problems regarding the availability or quality of services applicable to area of assignment. Responds to inquiries or service complaints; provides information within the scope of authority.
- Assists DFNS with marketing and product taste testing.
- Maintain good human relations with students, staff and other personnel through a spirit of friendly cooperation.
- Demonstrates positive interpersonal relationships with staff, students, and the community.
- Ensures compliance with bargaining agreements and District, State, and Federal requirements.
- Perform other related duties and responsibilities consistent with job description and assignment.

QUALIFICATIONS:

- Washington State Food Handler's Permit,
- Possession of or willingness and ability to obtain ServSafe Certification
- Valid Washington State driver's License and good driving abstract
- Satisfactory WSP Fingerprint Clearance
- Employment is contingent upon satisfactory completion and maintenance of the District's post-offer/pre-employment assessment

PREFERRED EXPERIENCE:

- 2-4 year culinary arts degree or equivalent work experience in Nutrition or Dietetics.
- Two years of experience in a central kitchen or large quantity food service operation with employee supervision, menu planning, and training responsibilities

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work independently with a minimum amount of supervision.
- Demonstrated ability to analyze problems, and engage in a collaborative process to resolve them.
- Ability to demonstrate resourcefulness and judgment in making decisions in accordance with established policies and procedures.
- Ability to organize and set priorities.
- Ability to work cooperatively with diverse groups of people.
- Thorough knowledge of the principles and practices of school food service operations, including HACCP, food preparation and serving procedures, techniques, and materials.
- Knowledge of applicable District, State, and Federal rules, regulations, and procedures pertaining to school food service operations, including meal program and food safety requirements.
- Knowledge of principles and practices of supervision.
- Knowledge of safe working procedures and practices.
- Skills to plan menus, adjust recipes to various quantity demands, perform arithmetic calculations, and maintain inventory control.
- Ability to determine quantity of food items to order and prepare foods in large batches; culinary math proficiency.
- Ability to operate equipment and software to include, but not limited to: point of sale systems and software, calculator, computer software such as Word, Excel, Powerpoint, Google Docs, Publisher, distributor order entry systems, email, ovens,, steamers, grills, warmers, and more.
- Ability to set work priorities and train, supervise, motivate, and evaluate the work of department staff.
- Ability to schedule, organize, and supervise work assignments to assure timely and cost effective completion.
- Ability to assess food service operational problems and develop system-wide solutions.
- Ability to develop and maintain accurate records of assigned activities and operations.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to remain flexible and adjust to changing priorities.
- Ability to stand/walk for prolonged periods and lift up to 50 pounds; significant abilities include: lifting/carrying, pushing/pulling, reaching/handling, talking/hearing conversations, near/far visual acuity, depth perception and visual accommodation.

DESIRED CHARACTERISTICS:

The successful candidate will possess a strong work initiative; is accountable to details and skilled at multitasking; is cooperative, collaborative, and a creative problem-solver; is confident in making decisions, and maintains a customer service oriented perspective.

CLASSIFICATION HISTORY:

Rev. 11-14-18fv