

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Food Service Supervisor

REPORTS TO: Child Nutrition Coordinator

CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: 240 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the food service director or his/her designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: Qualified personnel not defined as a professional personnel or professional educators as in WV §18A-1-1, employed to manage and supervise a county school system's food service program. The duties would include preparing in-service training programs for cooks and food service employees, instructing personnel in the areas of quality cooking with economy and efficiency, and keeping aggregate records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises, coordinates and evaluates work of all foodservice employees in preparing and serving food, and cleaning facilities and utensils in a production kitchen;
- Provides technical support for cafeteria managers and secretaries pertaining to the child nutrition program;
- Prepare all federal reimbursement information and Free/Reduced application information for school sites;
- Assist in monitor child nutrition sites for program with federal, state and local regulation as needed;
- Monitor after-school snack compliance with federal, state and local regulations;
- Arrange and assist with staff development for regular employees and training programs for substitute employees;
- Evaluate food products and food quality in schools;
- Assist cafeteria managers with USDA inspection requirements;
- Coordinate equipment repairs;

- Compile school reports into consolidated county reports;
- Process health department permit application for all sites;
- Prepare newspaper advertisements for all bids and public announcements under direction of supervisor;
- Prepare child nutrition agreement for federal programs;
- Conducts planning and budgeting;
- Manages a cost-effective program;
- Forecasts and plans the purchase of food, supplies and equipment;
- Manages county wide equipment inventory for program;
- Oversees and/or participates in menu planning;
- Responds to customer preferences and industry trends to plan menus that encourage participation in the lunch program;
- Maintains required records including food production, inventory, income/expense, meal counts and personnel records;
- Ensures that established sanitation and safety standards are maintained;
- Oversees the preparation and serving of food;
- Attends training sessions, meeting, seminars, workshops, and conferences;
- Coordinates and monitors summer feeding program;
- Interacts with students, other personnel and the public; and
- Other duties as assigned.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES

The food service supervisor must possess the following:

- Skill in motivating and supervising foodservice personnel;
- General knowledge and understanding of nutrition;
- Ability to interpret a nutrient analysis spreadsheet of school meals;
- Knowledge of foodservice program requirements;
- Basic computer skills;
- Ability to maintain records and complete reports as required, including web-based reporting;
- Written and oral communication skills;
- Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures;
- An understanding of foodservice program finances;
- Skill in using public relations techniques to promote the foodservice program to children, school personnel and the public; and
- Ability to interact positively with children, other school personnel and the public.

SUPERVISORY RESPONSIBILITIES: Supervises and evaluates personnel employed with the child nutrition program.

QUALIFICATION REQUIREMENTS:

- Demonstrate appropriate safety, hygiene and health standards;
- Demonstrate safety of work area;
- Demonstrate adherence to schedules and is punctual;
- Demonstrate flexibility and adjusting to change;
- Demonstrate courtesy and tactfulness in interpersonal relations;

- Demonstrate dependability;
- Demonstrate understanding and implementing responsibilities;
- Demonstrate ability to use good judgment and make good decisions;
- Have knowledge of the federal and state regulations pertaining to Child Nutrition Programs in schools;
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent;
- State competency test, if appropriate as per WV §18A-4-8e; and
- Experience in WVEIS and Child Nutrition Programs.

COMMUNICATION SKILLS:

- Ability to perform duties in full compliance with state and county requirements;
- Ability to write reports and complete work orders consistent with the duties;
- Ability to effectively present information and respond to questions from subordinates, administrators, staff, general public and inspectors;
- Ability to define problems, collect, review and analyze data; establish and draw conclusions; and
- Ability to apply manufacturer's, inspector's, or administrator's recommendations.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position and
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to follow shop manuals and work orders maintaining a safe work environment;
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position;
- Ability to accurately perform assigned tasks; and
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

PHYSICAL DEMANDS: *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, pull, push, grasp, climb, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee is frequently required to lift and move up to 50 pounds without assistance. Specific vision abilities are required by this position which

include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is sometimes loud.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.