

SHAWNEE MISSION SCHOOL DISTRICT

Job Description

Position Title	Professional - Area Supervisor
Department	Food Service
Reports To	Director of Food Services
Salary Schedule	Classified Non-Exempt, Range Q (210 Work Days)

SUMMARY:

The Food Service Area Supervisor is responsible for the efficiency of food production, production records, food and employee safety and sanitation, employee development, coaching and training, technology implementation, staffing and substitute calling, consistent application of personnel practices and relations, compliance with all applicable regulations, and general supervision in the areas assigned through the subordinate organization consisting of Managers, Department Heads, Food Service Assistants, Floaters and Substitutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- A. Supervises the food service program at assigned schools ensuring compliance with the regulations established by United States Department of Agriculture (USDA), Kansas Department of Education (KSDE), Kansas Department of Agriculture (KDA), and district policies and procedures.
- B. Ensure compliance with all applicable regulations including accurate completion of production records, inventory, temperature logs, and all other required logs and records
- C. Market and merchandise school meals to students, staff, and parents to promote the importance of child nutrition and increase breakfast and lunch participation.
- D. Professionally handle customer comments and concerns.
- E. Provide supervision, leadership, and on-the-job training to ensure that all established policies and procedures are followed. Aid employees as needed to improve performance.
- F. Assess the quality and quantity of food prepared and served, ensuring compliance with department standards and federal/state guidelines.
- G. Monitor production quantities and inventory usage compared to participation and take corrective actions as needed.
- H. Assist managers in understanding ordering, inventory, production records, and other required reports, including the impact on operations.
- I. Train managers and staff on technology including computer software, point of sale systems, and proper recordkeeping.

- F. Must possess valid motor vehicle operator's license and meet district driving standards annually. See Board Policy EDAB.**

EDUCATION AND/OR EXPERIENCE:

- A. High school diploma. Prefer college graduate with a B.S. in food service/restaurant management, dietetics, or chef/culinary training.**
B. Should have personnel and managerial experience.

LANGUAGE SKILLS:

- A. Strong oral and written communication skills.**

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.*

- A. Must be able to lift, carry or otherwise move or position objects weighing 30 pounds.**
B. Must be able to stand continuously during work shift.
C. Must be able to bend and squat.
D. Repetitive movement of hands and fingers.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- A. Must be able to work well with staff, other building employees, students, principals, PTA and the public.**

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