

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE SUPERVISOR**

File 801

Reports to: Business Manager

Job Objective: Supervises the planning, delivery, assessment, and ongoing improvement of food service operations.

Minimum Qualifications:

- High school diploma. Post-secondary food service training or work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and all board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful completion of a board-approved sanitation/food safety course.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Record maintenance skills. Ability to accurately compute and record mathematical data.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises food service operations (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.). Markets the program to maximize profits. Monitors customer satisfaction.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Manages cost-control programs. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Encourages program innovations. Complies with all reporting requirements.
- Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains food service staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about advances in operational procedures and equipment technology.
- Promotes professionalism. Implements locally developed personnel appraisal standards.
- Publishes menus. Makes available a variety of food choices that appeal to consumer preferences.
- Manages food preparation activities. Ensures that lunches meet USDA child nutrition guidelines.
- Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
- Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.).
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Helps staff as needed to meet established schedules. Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
- Assists the business manager with the free and reduced-cost lunch program activities.
- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Identifies food service maintenance needs and prepares work orders.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.

- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COOK/CASHIER**

File 802

Reports to: Head Cook

Job Objective: Prepares and serves meals. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

- Minimum Qualifications:**
- High school diploma.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and all board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Food production skills and the ability to use commercial kitchen equipment.
 - Successful completion of a board-approved sanitation/food safety course.
 - Ability to comply with nutrition, health, and safety laws/regulations.
 - Ability to accurately measure, weigh, and adjust recipe ingredients.
 - Ability to accurately compute and record mathematical data.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Carefully uses products and supplies to control costs and reduce waste. Records food usage on production records. Advises a supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Follows the published menus. Prepares meals for students with dietary restrictions as directed.
- Uses standardized recipes to maintain quality control. Monitors production sheets.
- Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed.
- Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave the cash register unattended.
- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.
- Follows established sanitization procedures to properly wash dishes in three compartment sink. Hand washes all cookware (e.g., pots, pans, trays, cutlery etc.).
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
- Ensures that leftover food, kitchen supplies, and equipment are properly stored.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Secures equipment/work areas as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Prepares for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.

- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: HEAD COOK

File 803

Reports to: Food Service Supervisor

Job Objective: Directs the preparation of food. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

Minimum Qualifications:

- High school diploma. Post-secondary food service training or work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and all board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful completion of a board-approved sanitation/food safety course.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Record maintenance skills. Ability to accurately compute and record mathematical data.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises food preparation activities. Addresses issues that arise during the absence of the food service supervisor. Takes the initiative to perform routine tasks independently.
- Keeps the food service supervisor informed about emerging issues.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Evaluates performance to ensure that food service programs are effective.
- Maintains accurate inventory records. Monitors the use of products and supplies to control costs and reduce waste. Advises the food service supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains food service staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about advances in operational procedures and equipment technology.
- Promotes professionalism. Implements locally developed personnel appraisal standards.
- Follows published menus. Ensures that lunches meet USDA child nutrition guidelines.
- Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
- Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
- Oversees the cleaning/sanitization of equipment and the storage/disposal of leftover food.
- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Ensures that the kitchen and storage areas are secured at the end of the workday.
- Identifies maintenance needs and notifies the food service supervisor.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.

- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the food service supervisor. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
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- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
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**Performance
Evaluation:**

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