

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Food Service Field Supervisor

Department: Child Nutrition

Grade J
H.P.D 8
D.P.Y. 260

Job Description

Date Reviewed: July 2011

Reports To: Director Child Nutrition/
Asst. Director Child Nutrition

Purpose of Job:

The purpose of this job is to supervise the Field Manager and to assist Cafeteria Managers with the organization, training, personnel issues and supervision of day to day food service operations. Reports to Director Child Nutrition, Assistant Director Child Nutrition and Chief Financial Officer.

Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Knowledge of food service policy, capabilities of employees and personnel policies and procedures.

Capable of developing detailed operations and procedures to be utilized in the cafeterias.

Ability to evaluate programs, facilities, and employees and give tactful, constructive criticism for the purpose of improvement.

Ability to establish and maintain effective working relationships.

Ability to develop new concepts to increase overall participation.

Ability to concentrate on multiple tasks simultaneously with constant interruptions.

Ability to provide leadership and guidance to subordinates.

Ability to perform job functions with minimum supervision.

Ability to communicate clearly both verbally and in writing.

Ability to diffuse difficult situations quickly.

Ability to identify food products consistent with standardized recipes and development of these recipes.

Ability to walk and stand for up to 8 hours while inspecting cafeterias: ability to carry materials weighing up to 40 pounds, ability to function at a desk in an office environment, and ability to demonstrate proper procedures for food preparation.

Monitor and assists with evaluation of cafeteria programs through on site appraisal of cafeterias, food quality, sanitation, reports and records in order to ensure compliance with state and federal regulations.

Review work schedules, observes employees; confers with manager and employees to ensure that any problems and concerns are properly addressed.

Schedules regular visits with the field manager to schools to encourage communication and ensure efficient cafeteria operations.

Interprets food service policy and procedure to ensure that managers understand the regulations and cafeteria operations comply with Federal, State and Local laws.

Demonstrates and explains proper job procedures: Schedules and reviews reports and records; distributes corrections and changes to improve manager performance

Development of training modules, and carries out the training throughout the year with individuals, schools, etc.

Assists in goal setting and action plans to keep the cafeteria in a positive financial mode.

Liaison between the school cafeteria and the school administrative staff and the Food Service Department.

Assists in Development of Standardized menu cycle, standardized recipes, line decoration, merchandizing of lines, proper portion training

Inspects school lunch facilities, and operations to ensure the standards of diet, cleanliness, health and safety are being maintained.

Encourages the high standards of health and safety are maintained through regular visitation to all lunchrooms and cafeterias in the district.

Identifies and recommends improvements in food service operations.

Assists Child Nutrition Director with the Administration of personnel policies and the evaluation of cafeteria managers and assistants.

Monitors the security of food and supplies in the schools.

Monitors the storage of food and supplies in the schools.

Insures that the menus that are prepared at the Child Nutrition office are followed without deviation in the school cafeterias.

Monitors cleanup operations for kitchens, serving lines, storage and dining areas.

Assists the Assistant Director with Marketing and Promotions development.

Assists with bid procurement and specifications of items.

Conducts nutrient analysis on menu items and assists with special diets and restrictions for students

Supervises Manager Trainees and schedules training sessions

Additional jobs as assigned by the Child Nutrition Director

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED) required with a reasonable amount of food service work experience of which should be in the successful operation of a school cafeteria or food service establishment. Completion of the following Cafeteria training courses: Culinary Techniques or comparable study, Knowledgeable of Federal Regulations and State Requirements, Proficient in Meal Requirements, Offer-vs-Serve, Serving It Safe or Serve Safe Certified and HACCP trained. Knowledgeable of Production Records, traditional meal patterns, Standardized Menu Application, Meal Counting and Claiming. Other previous management and/or additional education may be considered.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools, and equipment such as stoves, ovens, deep fryers, mixers, steamers, slicers, food processors, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Food Service Field Supervisor. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Food Service Field Supervisor.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using cafeteria and kitchen equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, cafeteria and kitchen equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the position of Food Service Field Supervisor.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures and activities of the School System and cafeteria operation practices as they pertain to the performance of duties relating to the job of Food Service Field Supervisor. Has general knowledge of cafeteria practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, embers of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret food production reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date