

**Roswell Independent School District
Job Description**

Job Title: DISTRICT KITCHEN SUPERVISOR

Reports To: DIRECTOR OF STUDENT NUTRITION

General Job Description:

Working under general direction of the Director of Student Nutrition to supervise the operation of all the kitchens in the district.

Essential Duties and Responsibilities:

1. Supervises the preparation and service of high quality food.
2. Assisting the Director in overseeing the work schedules, assignments, and efficient completion of and work, and food quality of all the kitchens in the district.
3. Supervision of Food Service Employees at assigned sites.
4. Ensures compliance with department rules and procedures, administrative directives and regulations, district policy, state policy, EID regulations, and federal regulations. This is accomplished through regular site visits, and participation in on-site monitoring as required by PED.
5. Assigns daily Food Service substitute employees.
6. Develops sanitation schedule and ensures Food Service employees adhere to schedule. Ensures HACCP forms are completed and verified.
7. Oversees cleaning of kitchens and washing of kitchen utensils/equipment according to sanitary methods.
8. Conducts ongoing evaluation of employees.
9. Provides regularly scheduled evaluation of all employees work performance and administers disciplinary actions as needed according to policies of the Board of Education.
10. Responsible for implementing growth plans of employees and follow-up of growth plans to ensure compliance.
11. Oversees and participates in training of current employees and substitutes with focus on quality and efficiency.
12. Provides leadership to ensure that all Food Service staff works together as a team.
13. Organizes participation by appropriate individuals for input and involvement in Food Service decisions. Should have regular communication with principals.
14. Supervise appropriate use of computers.
15. Supervises preparation and transport of food to satellite sites.
16. Oversees that safety and sanitation regulations are being adhered to.
17. Oversees the security of the kitchens.
18. Keeps records, such as amount and cost of meals served and hours worked by employees.
19. Oversees that the Director is notified of any problems with staffing requirements, production and/delivery problems and or equipment needs.
20. Assists the Director hiring Food Service employees.
21. Assists with requests for equipment and repair requests.
22. Assists/Coordinates the assignment Food Service employees for special events.
23. Ensures the compliance of district, local, state, federal rules, regulations, policies and procedures.
24. Computer systems, including data bases and word processing programs.
25. Personal and professional task management through the use of technology.
26. General office machine operation, including typing and 10-key calculator
27. Food Service Safety and Health Requirements
28. Basic mathematical functions.
29. Maintain confidentiality with sensitive matters.
30. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
31. Report to work on time and work no less than 7 hours per day.
32. Work independently with very little supervision and be able to make sound decisions.
33. May be required to perform other related functions as assigned by your supervisor.

DISTRICT KITCHEN SUPERVISOR (CONT'D)

Qualifications:

1. High School diploma or GED
2. Three or more years of experience in working with food service, kitchen management, transportation, and distribution of food, and catering services in the public school environment.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), reaching, climbing, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

1. Must know how to properly operate, or be willing to learn to operate, all kitchen equipment as needed.
2. Food and Non-Food Products.
3. Chemicals

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without supervision and efficiently. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date