

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICES SUPERVISOR I

BASIC FUNCTION:

Under the direction of the Food Services Operations Manager, plan, supervise and participate in the operation and activities of a high school cafeteria and snack areas; train, supervise and evaluate assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Food Services Supervisor I directs the operations of a high school cafeteria and snack areas. The Food Services Supervisor II directs the operations of a central kitchen facility which prepares and transports food to District middle and elementary schools.

REPRESENTATIVE DUTIES:

Plan, supervise and participate in the operation of a high school cafeteria involving breakfast, lunches, ala carte, and snack items as assigned. **E**

Plan and supervise preparation of meals according to District menu guides; determine amounts to be served; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage activities. **E**

Train, supervise, assign, and evaluate the performance of assigned food services staff; monitor and adjust workloads and assignments to assure timely completion of work. **E**

Calculate and requisition required quantities of food; contact vendors to order food and supplies as appropriate; inspect items received for quality and quantity; oversee and assist with proper storage and efficient use of food and supplies. **E**

Maintain records of employee assignments and working hours, production schedules, sales and inventories; submit written and statistical reports. **E**

Supervise and participate in high school cafeteria cleaning activities to assure compliance with health and sanitation requirements. **E**

Communicate with Principal and others to coordinate site food service activities with educational program, special events and activities or other school services; plan and participate in food services for banquets, meetings and other special events as required. **E**

Participate in food service activities as needed to assure quality and timeliness of high school cafeteria services. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and operation of a large food service program.
Methods of calculating and estimating needed food and supplies.
Methods of cooking, preparing and serving food in large quantities.
Sanitation and safety practices related to cooking and serving food.
Standard kitchen equipment, utensils and measurements.
Storage and rotation of perishable food.
Principles and practices of supervision and training.
Inventory methods and practices.
Health regulations.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:

Plan, supervise and participate in the operation and activities of a high school cafeteria and snack areas.
Train, supervise and evaluate assigned staff.
Calculate, estimate, requisition and order food and supplies.
Train, supervise and evaluate personnel.
Maintain records and prepare reports.
Assure food preparation, service and storage procedures are in accordance with health, sanitation and safety regulations.
Participate in and assure the maintenance of food service equipment and areas in a clean and sanitary condition.
Operate standard kitchen equipment safely and efficiently.
Meet schedules and time lines.
Work independently with little direction.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in a large food service operation.

LICENSES AND OTHER REQUIREMENTS:

The possession of a "Food Safety Certification" issued by an approved organization must be obtained within five months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria and food service environment; subject to heat from ovens and ranges.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time, pushing, moving, and lifting heavy objects, dexterity of hands and fingers to operate kitchen equipment, hearing and speaking to exchange information, seeing to assure proper amounts of ingredients, bending at the waist, and pushing or pulling.

HAZARDS:

Heat from ovens, and hot liquids, foods, pots, and pans.