

## **TITLE: FOOD SERVICE SUPERVISOR & HEAD COOK**

### **QUALIFICATIONS**

1. Baccalaureate degree or equivalent training in business, administration, food services management, or a related field preferred
2. Food Manager Certificate or state equivalent requirement
3. Minimum experience in menu planning, food purchasing, and cafeteria food service as determined by the Board and state requirements
4. Previous supervisory experience preferred
5. Demonstrated knowledge of principles of nutrition, food preparation, health and safety federal and state law, administrative rules, and Board policy governing school food services programs
6. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
7. Ability to effectively market the food services program to students, staff, and community, and manage the financial aspects of the program
8. Ability to plan own work schedule and to direct and supervise others
9. Ability to perform simple bookkeeping and inventory procedures
10. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
11. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items
12. A general understanding of Material Safety Data Sheets
13. Strong background in budget management
14. Knowledgeable about word processing, data bases, spread sheets, and reports
15. Self-motivated
16. Work well with students and staff
17. Excellent organizational skills
18. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Superintendent**

### **JOB SUMMARY**

To provide leadership in developing and maintenance of the District's food services program. Ensure that students are served attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Supervision of Food Preparation and Personnel

1. Assume responsibility for the operation of the District's food services program in accordance with Board policies and local, state, and federal requirements
2. Plan and assist with the preparation and serving of menus at all schools on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department

3. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
4. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
5. Conduct frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health, and safety are maintained; and make recommendations for improvement
6. Develop and implement standards for food storage and meal preparation and service, including health and safety practices, standardized recipes and menus, portion control system, and prices charged for meals and other food items
7. Be responsible for the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
8. Determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements
9. Supervise and assist in the serving of food
10. Supervise the daily cleaning of all kitchen equipment, dishes, utensils, and tables
11. Determine personnel needs
12. Interview and recommend the appointment of all food service employees
13. Supervise, observe, and evaluate the performance of all food service personnel
14. Establish standards for the professional development of food service personnel
15. Arrange for relevant in-service training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care
16. Determine if the student population requires the development of a school breakfast program and prepare a plan for submission to the State Department of Agriculture

#### Administration and Budget

1. Prepare and administer the department's budget, and establish financial goals and objectives for the food service program
2. Maintain cafeteria accounting procedures in accordance with federal and state law, administrative rules, and Board policy
3. Coordinate the audit of cafeteria accounts with the Board's auditor
4. Oversee the purchasing and maintenance of an inventory of all foods, supplies, and equipment
5. Be responsible for the transport and distribution of government commodities
6. Check all bills and purchase orders for accuracy before presenting them to the Business Manager for payment
7. Process time sheets and daily sales records as directed
8. Oversee the locking of the storeroom and the maintaining of correct inventories including daily records of what is used
9. Conduct the required annual survey to determine eligibility for free and reduced price meals and free milk
10. Verify applications and keep an accurate record of all free and reduced lunches
11. Process all applications, records, and reports required under federal and state law, administrative rules, and Board policy or assigned by the superintendent
12. Evaluate the food services program

#### Other

1. Keep the administration and the Board informed of the food services operation and make recommendations for changes in programs, procedures, facilities, and equipment that would improve quality and efficiency
2. Assist in the development of policy relevant to the food services program
3. Develop and maintain effective communication with parents, students and the community
4. Report immediately any problem or accident occurring in the kitchen or the cafeteria area to the superintendent
5. Maintain friendly relations with other school staff and with lunchroom customers
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

#### EVALUATION

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

#### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

#### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance



## Professional Standards for All School Nutrition Program Employees Summary of the Final Rule Effective July 1, 2015

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. These new standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. This final rule will:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size;
- Establish minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies; and
- Require minimum annual training for all new and current school nutrition professionals.

A comprehensive Professional Standards Web site provides a database of training options. School nutrition staff can search for training that meets their learning needs in one easy-to-use location: <http://professionalstandards.nal.usda.gov/>

### Training Standards for All School Nutrition Program Employees (All Local Educational Agency Sizes)

<b>All Directors</b>	<b>For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training.</b> Beginning school year 2016-2017: at least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.
<b>All Managers</b>	<b>For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training.</b> Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.
<b>All Other Staff</b> Other than the Director or Manager who works an average of at least 20 hours per week	<b>For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training.</b> Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.
<b>Part-Time Staff</b> Work <20 hours per week	Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.
	Note: If hired January 1 or later, an employee must only complete half of the above required training hours.

### Training Requirements for All State Agency Directors

State Director of School Nutrition Programs	State Director of Distributing Agencies
Each year, at least 15 hours of annual continuing education/training. Must PROVIDE, or ensure that State agency staff receives, annual continuing education/training. Must also PROVIDE a minimum of 18 hours of training to SFAs each year.*	Each year, at least 15 hours of annual continuing education/training. Must PROVIDE, or ensure that State food distribution staff receives, annual continuing education/training.*

*\*Training is an approved use of State Administrative Expenses (SAE) funds and a variety of training formats are allowed. States may use contractors or partner with other organizations (School Nutrition Association and National Food Service Management Institute, etc.) to provide training.*

## Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. (School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).)

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
<b>Minimum Education Standards</b>  See the final rule for additional preferred educational standards for new directors	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* <b>OR</b> Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor's degree in any academic major, and at least 1 year year of relevant school nutrition programs experience; <b>OR</b> Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 1 year of relevant school nutrition programs experience; <b>OR</b> High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs.  (For an LEA with less than 500 students, the State agency may approve a candidate who meets the educational standards but has less than the required 3 years experience.)	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* <b>OR</b> Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience; <b>OR</b> Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 2 years of relevant school nutrition programs experience.	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* <b>OR</b> Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; <b>OR</b> Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.
<b>Minimum Prior Training Standards</b>	At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date.		

\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

## Hiring Standards for New State Directors

	State Director of School Nutrition Programs	State Director of Distributing Agencies
<b>Education</b>	Bachelor's degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.	Bachelor's degree with any major.
<b>Knowledge &amp; Experience</b>	Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education.	
<b>Skills &amp; Abilities</b>	Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs.	

