

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Food Services Supervisor

REPORTS TO: **Directly:** School Principal
 Indirectly:

Purpose:

The Food Services Supervisor is responsible to oversee the operation and cleanliness of a school cafeteria that provides food services and programs for students.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Completion of a community college program in food service administration, hotel and restaurant management or a related discipline
- 3 years of experience in food preparation or food service is required
- Knowledge of laws, regulations, and guidelines governing the food services industry.
- Participation in the Saskatchewan Safe Food Handling course
- Excellent teamwork and team building skills.
- Strong customer service skills.
- Politically and culturally sensitive.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to work as a team player
- Good written and oral communication skills
- Ability to work independently and follow instructions
- Flexibility and Adaptability to changing situations
- Strong interpersonal skills
- Ability to present a positive attitude and work ethic
- Ability to lift, push, pull & move food, equipment, supplies, etc., in excess of twenty-five pounds.

Supervision of Other Staff:

This position involves the supervision of all cafeteria assistant I's and II's

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Food Services Supervisor shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Directs and oversees the operation of a school cafeteria
 - Prepares work schedules; assigns and co-ordinates duties; assesses work performance
- Assists teachers in the presentation of food services and plans student work schedules. Instructs and supervises work assignments in accordance with the Apprenticeship Cooking Trade Program.
- Assure that all food and other departmental supplies are ordered and received in a timely manner so that adequate inventory levels are maintained to support anticipated volume.
- Maintains records of receipts and costs; prepares monthly inventories; checks supply statements for accuracy and authorizes for payment.
- Plans menus, determines quantities prepared, establishes menu prices for normal operations and may arrange special occasion preparations.
- Inspects food to ensure quality and portion control.

- Operates the cash register, counts and records receipts, makes daily bank deposits, checks bank statements and prepares monthly reports.
- Prepares main entrée, soups, vegetables and some desserts
- Prepares facilities for food processing by assembling, arranging and checking equipment
- Portions servings and places food on serving lines.
- Conducts inspections to ensure that dining areas, kitchens & storage areas are clean & sanitary
- Converses with food services supply representatives, arranges equipment repair and determines necessary replacements or purchases.
- Portions desserts, refills trays, cleans dishes and utensils and prepares food as may be required.
- Direct the training of new employees as required.
- Follow proper reporting procedures for accidents and incidents.
- Works closely with S.A.A. and S.R.C. in ordering supplies, maintaining records of costs and preparing monthly billing.
- Maintain a clean and welcoming appearance of all equipment and serving counters.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Performs other duties as assigned by the Principal.

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Food Services Supervisor discuss, in public, information pertaining to a student. A Food Services Supervisor is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Food Services Supervisor is expected to work independently and as a team member of both the School-based staff and the school-division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Food Services Supervisor

The salary grid for the Food Services Supervisor is tied to the following grid:

**CUPE Local 4875
Non-Unionized Administrative Guidelines**

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	