

CULVER CITY UNIFIED SCHOOL DISTRICT

SUPERVISOR OF FOOD SERVICES

DEFINITION

Under the direction of the part-time Director of Food Services for general supervision, the Supervisor of Food Services is in daily charge of the operation of the central kitchen, the snack bars, and the elementary catering services. The Supervisor of Food Services prepares appropriate management reports; does related work as required.

EXAMPLES OF DUTIES

Plans, schedules, supervises and participates in the preparation, cooking, baking and serving of a variety of foods and snacks; plans, coordinates and develops employee work schedules and service activities; assists menu planning, and coordinates the implementation of the predetermined menus to ensure that quality, portion and nutritional standards are observed; reviews, inspects and samples foods and baked goods to ensure that the food service products are appetizing and appealing to the food service consumer; maintains a variety of inventory control and operational records, and prepares clear and concise reports as required; supervises the handling of money and the preparation of cash receipts or bank deposits; requisitions and orders foodstuffs, materials and supplies; receives, inspects and confirms the quantity and quality of delivered commodities, and supervises wrapping, arranging and storage of the food service commodities to ensure that the appropriate shelf life is maintained; inspects, reviews and maintains the food service facility in a neat, clean, safe and sanitary condition; supervises the planning and preparation of banquet and catering type services; participates in the selection and assignment of food service personnel; assists in the planning, development and conduct of employee orientation and inservice training programs; supervises the performance of employees assigned to the facility; plans, organizes, supervises and participates in the transportation of a variety of foods and baked goods to satellite facilities.

QUALIFICATIONS

Knowledge of:

Methods, procedures and techniques pertaining to the preparation, cooking, baking and serving of foods in large quantities;
Sanitation and safety practices and procedures;
Standard food service terminology, appliances and equipment;
Menu planning, analysis and Type "A" lunch and breakfast program requirements;
Nutrition requirements for students to senior citizens;
Money handling procedures and simple record management systems;
Principles of cost control;
Methods and operational procedures for requisitioning, receiving and storing foodstuffs, materials and supplies;
Employee inservice training, motivation and supervisory strategies and techniques.

Ability to:

Prepare and serve a variety of nutritionally balanced and appetizing foods and baked goods in a work environment which is hot and steamy, and requires prolonged standing;
Effectively and efficiently coordinate and manage a secondary school food service operation, including a cafeteria, fast food, and staff dining room operation;
Plan, organize, coordinate and supervise the work of others;
Effectively and efficiently maintain a variety of records and prepare clear, concise and accurate reports as required;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

Experience:

Three years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional or secondary food service facility.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in dietetics, nutrition, quantity food preparation, menu planning, safety, sanitation or other related areas.

License Requirement:

Must possess a valid California Motor Vehicle Operator's License.

Salary:

\$1473 to \$1790 a month