

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>FOOD SERVICE SUPERVISOR</b>	<b>REPORTS TO:</b>	Director of Operations
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**TRAINING QUALIFICATIONS**

- Bachelor's Degree preferred.
- Minimum of three years experience in food service work.
- And/or any additional qualifications, training or other credentials, as determined by the Board of Education.

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts.
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

To direct the total food service program to ensure an atmosphere of efficiency, cleanliness, and friendliness in which students may be served nutritious and attractive meals.

## **WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

## **DUTIES AND RESPONSIBILITIES**

1. Coordinates the training and orientation of new subs in methods and procedures.
2. Arranges for substitutes as needed.
3. Visits all lunchrooms as often as possible, checking that high standards of health and safety are maintained.
4. Reviews bills and purchase orders for accuracy prior to payment by Treasurer's Office.
5. Assures that all equipment assigned to and used by the lunch program is in safe working condition, and makes arrangements for repairs and/or replacement as needed when supervisor is out.
6. Administers personnel policies.
7. Prepares financial reports, federal and state reports, district reports, and other such correspondence and records as may be necessary or required for the efficient operation of the food service program.
8. Attend appropriate workshops to stay knowledgeable of the State and Federal Lunch Program regulations.
9. Understands and is able to use effectively the computerized cashiering system.
10. Is able to use computer network and make use of email and other computer software.
11. Uploads SIS file to server.
12. Oversees back-up of QSP to server.
13. Imports daily QSP information kitchens to server.
14. Call and place subs/record all absences in AESOP.
15. Process all applications for free/reduced lunch program.
16. Maintain files of applications.
17. Do verification of applications for free/reduced lunch program (required yearly by federal government).
18. Provide information to schools on free/reduced lunch program.
19. Process timesheets for food services department.
20. Process absence reports for food services department.
21. Maintain MSDS information for kitchens.
22. Enter requisitions for department and pay bills.
23. Provide support to kitchens on QSP.
24. Provide support to kitchens on computer issues.
25. Place maintenance calls as needed when supervisor is out.
26. Log daily bank receipts.
27. Do monthly reporting to Treasurer.
28. Issue refund requests on QSP.
29. Assist parents on issues with student meal accounts.

30. Assist parents on issues in regard to free and reduced lunch program.
31. Perform version upgrades of QSP on server and kitchen machines.
32. Perform rollover of students at years end.
33. Work with TRECCA on direct certification file.
34. Issue parent notifications of direct certification.
35. Performs other related work or duties for the food service program as may be assigned by the Food Services Supervisor.
36. Supervises and oversees the district chef.

TERMS OF EMPLOYMENT	260 Contract Days
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