



Food Services Supervisor

Department: Early Care and Education

FLSA Status: Non-Exempt

Reports to: Health Services Manager

Date: April 2018

Position Summary:

The Food Services Supervisor is responsible for the execution of the program's nutrition services. This includes the development of menus, procurement of food, management of kitchens and food service workers, monitoring of student growth, and provision of nutrition education for children, families, and staff.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitor student nutrition through growth assessments
- Ensure adequate training and monitoring of Family Style Dining practices
- Ensure implementation of high quality classroom nutrition activities
- Collaborates with registered dietician to support nutrition services
- Ensure quality meal offerings while controlling cost
- Ensure food service workers have the resources, training, and supervision needed to optimize their performance
- Complete monthly reports, documentation, and food procurement
- Ensure compliance with Bauer Policies, State Licensing, and Head Start Program Performance Standards, and Child and Adult Care Food Program (CACFP)
- Attend staff meetings, monthly Professional Development Days, quarterly All-Agency meetings, and annual Pre-Service

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- Associate's degree in nutrition, health and fitness, or related field
- Valid driver's license

Experience Required:

- 2-3 years previous experience
- Supervisory experience preferred

Knowledge and Skills Required:

- Commitment to serving children and families in poverty with the highest quality services
- Willingness to learn and apply new knowledge
- Understanding of food preparation and safety protocol
- Understanding of nutritional guidelines to promote healthy living
- Ability to oversee others and provide direction
- Strong communication skills, both written and verbal
- Basic math skills

Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with cooking

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equipment, ovens, and burners to prepare food. The physical activities of the position include talking, standing, reaching, grasping, medium lifting, bending, carrying, squatting, and other repetitive motions.

Working Conditions:

- Work is performed mainly in a clean and pleasant kitchen environment with rare exposure to environmental factors
- Minimal safety hazards with general working conditions
- Travel up to 25%

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.