SUPERVISOR - FOOD AND NUTRITION SERVICES FIELD OPERATIONS

JOB OVERVIEW

DIVISION: DISTRICT OPERATIONS DEPARTMENT: FOOD AND NUTRITION SERVICES

SUMMARY/SCOPE/GOAL: Implement program specific training and targeting improvement of cafeteria financial performance through planning, organizing, coordinating and monitoring the day-to-day food service operations.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:
The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Supervise and evaluate School Food Service Interns, Relief Team, and Coordinators as assigned by the Director of Food and Nutrition Services.
2. Assist principals in interviewing applicants and making recommendations for the employment of cafeteria managers and cafeteria staff. Supervise the training of new cafeteria managers and cafeteria staff. Plan, assign, supervise, and inspect the work of cafeteria managers and cafeteria staff. Evaluate the efficiency of cafeteria managers and cafeteria staff, and make recommendations to principals for promotions and/or disciplinary action when necessary.
3. Develop proactive plan for cafeterias to address operational problems resulting in financial losses, and prepare written plan to assist in accomplishing recommendations.
4. Implement necessary scheduling revisions to increase overall kitchen staff efficiency and effectiveness.
5. Provide labor coverage at the school site, as needed, in the event of manager absence.
6. Provide training to manager interns to prepare them for management positions.
7. Conduct evaluations on school site employees in the event of the manager’s absence and make recommendations regarding the continuance of these employees within their respective positions.
8. Focus on improving customer satisfaction and quality control issues to increase revenue and successfully complete the Five Star Performance and Inspection Review.
9. Work with individual employees on work simplification, establishing a daily routine and cross training in other areas to streamline operations.
10. Analyze factors relating to food and supply cost and make recommendations to alleviate specific problems.
11. Travel to cafeterias in the school district, providing technical expertise, documenting operational issues.
12. Maintain confidentiality when assisting principals, directors and managers concerning termination, worker compensation, theft, insubordination, and audit criticism.
13. Recommend the purchase of new equipment to FNS staff as necessary.
14. Use data for confidential purpose as it pertains to the Department of Education, Florida Statutes, federal law, collective bargaining process, and District policy, rules, and regulations.
15. Use Food and Nutrition Services program processes and procedures for confidential projects while following established District policy, rules and regulations.
16. Cross-trains for Café Manager role and provides relief for vacancies as needed.

Form Revised 2018
SUPERVISOR - FOOD AND NUTRITION SERVICES FIELD OPERATIONS

OTHER DUTIES:
Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:
REQUIRED: HS/EQUIV
PREFERRED/DESIRED: AA/AAS/AS from an Accredited College/University

Four (4) years of verifiable food service experience (e.g. K12 district food service, state/federally/commercially funded food & nutrition operational or residential cafeteria program, military DFAC (MOS 92G), etc.) and three (3) years of verifiable supervisory or lead experience in any of the above type programs.

SUBSTITUTIONS: AA/AAS/AS from an Accredited College/University may substitute for Four (4) years of specific food service industry experience with the recommendation of the District Director, concurrence of the Cabinet level approver, and approval of the CHRO.

CERTIFICATIONS AND LICENSES: VALID DRIVER’S LICENSE. Florida Food Handlers Card from an approved FL Dept. of Business and Professional Regulation Provider. Certificate must be provided by candidate/employee at time of application and maintained throughout employment.

KNOWLEDGE, SKILLS / TRAINING, AND ABILITIES / EQUIPMENT USAGE

JOB RELATED:
Ability to teach, learn quickly, and adapt to change rapidly. Ability to work well with people and to organize and prioritize work loads. Knowledge of USDA, Food Safety, Food Sanitation, Cross Contamination, Foodborne Illnesses, and Managing Known Food Allergins. Knowledge of DOE regulations as it pertains to Food Services and Free and Reduced Lunch Programs. Basic computer skills required. Ability to work independently and efficiently. Knowledge of food service accounting and financial procedures at the school level. Must be proficient at metric and standard conversions for vast quantities of volume and dry ingredients.

GENERAL:
Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

SKILLS/TRAINING: Successful completion of the following courses of 1. Introduction to Brevard School Food Service 2. Equipment Use and Care 3. Quantity Foods within one year of appointment to position.

EQUIPMENT: Use computers for word processing, spreadsheets, PPT presentations or custom applications. Industrial kitchen equipment, Point of Sale (POS) systems, Inventory Management, Menu systems, etc.

PHYSICAL DEMANDS / WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
L-Light Work - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work.
SUPERVISOR - FOOD AND NUTRITION SERVICES FIELD OPERATIONS

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

TRAVEL:
☒ Travel between sites often ☒ Travel out of county rarely

FOR HR USE ONLY:

<table>
<thead>
<tr>
<th>TITLE CODE:</th>
<th>CONTENT BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2213</td>
<td>KEVIN THORNTON</td>
</tr>
<tr>
<td>GRADE:</td>
<td>COMPENSATION:</td>
</tr>
<tr>
<td>16</td>
<td>ROCHELLE SCHWINDT</td>
</tr>
<tr>
<td>UNIT:</td>
<td>LABOR RELATIONS:</td>
</tr>
<tr>
<td>NB</td>
<td>RICK MORTON</td>
</tr>
<tr>
<td>LAST BOARD APVD</td>
<td>CLASSIFICATION:</td>
</tr>
<tr>
<td>10/23/18</td>
<td>CAROL TOLX EdD</td>
</tr>
</tbody>
</table>

REV: DATE: REVISION CONTROL: INITIATED BY:
1.0 07/20/04 Initial release DISTRICT OPERATIONS
1.1 07/06/18 Update form, broaden acceptable experience from only BPS experience to include external food service and operational experience DISTRICT OPERATIONS
2.0 10/23/18 Revise qualifications to clarify experience vs education. Documented existing required min training DISTRICT OPERATIONS

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations.