

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Supervisor Food and Nutritional Services	Wage/Hour Status:	Exempt
Reports To:	Assistant Director / Specialist FANS	Pay Range:	806
Dept./School:	Food and Nutritional Services (FANS)	Date Revised:	07/19/19

Primary Purpose:

Responsible for the supervision, training and management of United States Department of Agriculture (USDA) food service programs and district food service operations; and for ensuring operations are in compliance with local, state and federal policies and procedures.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent years of management experience in a food service establishment (required)

Completion of accredited sanitation course and maintain related certification

Driving record that is insurable by Plano ISD's insurance carrier

30 hours of professional development annually

Special Knowledge/Skills:

Knowledge of all USDA guidelines and procedures

Knowledge of procurement policies and procedures, inventory control methods, personnel management, quantity food production methods and accounting procedures

Proficiency in Microsoft Office, Google Suites and willingness to learn new software

Competency in adult education techniques, classroom education techniques, materials development and evaluation

Effective organizational, communication and interpersonal skills

Ability to maintain confidentiality

Experience:

Three years of management experience in a food service or related establishment

Major Responsibilities and Duties:

Supervise and evaluate food service managers at designated campuses

Support efforts to produce high quality food products, consistently, across all campus sites

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Coordinate and participate in the planning of renovation and new kitchen sites

Assist with developing innovative ways to recruit, retain and train staff

Educate managers on the rules, regulations, policies, procedures and standards set by the department

Responsible for coordinating staff development and in-service training programs

Perform visitation reviews to evaluate overall campus operations

Promote a positive environment in which employees' feedback and creative ideas are encouraged

Ensure that all food items are served per menu specifications in a safe and appropriate manner according to department guidelines

Enforce city health department regulations and food safety

Demonstrate behavior that is professional, ethical and responsible

Attend and participate in all meetings as scheduled by the food service director or designee

Participate in departmental administrative functions as related to the development, as well as updates of operational and strategic plans

Attend continuing education courses that maintain professional standards

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Supervisory Responsibilities:

Food and Nutrition Services staff at assigned sites

Equipment Used:

Large and small kitchen equipment; office equipment

Working Conditions:

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

Physical Demands:

Frequent district wide and/or state wide travel; occasional prolonged and irregular hours; frequent standing, sitting, walking, pushing, pulling, stooping, bending and kneeling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Environmental Factors:

Work inside commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold and fungi), chemical hazards (fumes, vapors and gases) and electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

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Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 07-19-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____