

**SURRY COUNTY PUBLIC SCHOOLS  
FOOD SERVICE SUPERVISOR  
JOB DESCRIPTION**

Job Title: Food Service Supervisor  
Salary Index: .81  
Reports To: Division Superintendent  
FLSA Status: Exempt

**SUMMARY**

Performs all the following tasks in order to provide nutritious meals for students in an atmosphere of cleanliness, orderliness, and cheerfulness and to fulfill all expectations of federal, state, and local agencies as they relate to the School Nutrition Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned.

- Supervises the implementation of the School Nutrition Program at all Surry County Public Schools to insure that all federal and state regulations are followed.
- Purchases and maintains inventory of all food, supplies, and equipment.
- Plans student breakfast, lunch, and snack menus to insure that they meet federal and state requirements.
- Coordinates catering services to schools as well as to outside groups and agencies.
- Plans disposition of government commodities as part of the ongoing food service program.
- Oversees the filing and receiving of government reimbursements.
- Visits all cafeterias on a regular basis - checking to see that high standards of health and safety are maintained and observing possible improvements in operations.
- Maintains financial integrity by consistently monitoring revenue and expenditures as related to the budget, which is established yearly by the School Board.
- Supervises the hiring and training of all Surry School Food Service personnel.
- Maintains and demonstrates technical skill as related to the hardware and software components of the computerized point of service programs at each cafeteria and in the Food Service Office.
- Instructs staff in use of computerized point of service programs.
- Uses computer to generate correspondence and reports as required insuring the smooth operation of the overall School Nutrition Program.

## **SUPERVISORY RESPONSIBILITIES**

Supervises all food service managers, workers and a secretary in such a manner that the cooperative efforts fulfill the mission of the School Nutrition Program.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Graduation from an accredited college or university with a major in nutrition or a related field. Five years of experience as a professional in the nutrition or nutrition related an three years of which shall have been with a school district.

## **LANGUAGE SKILLS**

Ability to read and interpret government regulations, various governmental correspondence, nutritional data, equipment specifications, bid documents, and various procedural manuals. Ability to write business reports and correspondence.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and weights and measures. Extensive understanding of budgeting process bid comparisons, revenue and expenditure relationships.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMAND**

The physical demands described here are representative of those that must be met by a employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift and reach with hands and arms.