

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 08/06/2018



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignation                      ☐ Hiring                      ☐ Contract Service Agreements  
                    ☐ Travel Out-of-State                      ☐ Travel In State                      ☒ Approvals  
                    ☐ Termination                      ☐ Legal Matters                      ☐ Other:  
                    This action request pertains to   ☐ Elementary (only)                      ☒ High School/District Wide

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**Date:**      08/02/2018

**To:**            **Corrina Guardipee Hall**  
                    Superintendent

**From:**   Emorie Davis Bird  
                    Title:      Human Resources Director

**Subject: Create Position 9-Month Supper Program/Fruit and Vegetable Program Supervisor**

**Description:** Lynne Keenan, Director of Child Nutrition/Food Services Department, is recommending to create a supervisory position for the Supper Program and the Fruit and Vegetable Program for the school year 2018-2019. This position will help create efficiency and delivery of services for the students and community.

**Financial Impact: \$25,700.00 - \$32,000.00 per year (DOE)**

**Funding Source (Budget/grant, etc.): Food Service/Nutrition Program**

**Attachment(s):** Supper Program Supervisor Job Description

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective *April 13, 2016*

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**Supper Program/Fruit and  
Vegetable Program Supervisor Child Nutrition/Food Services**

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***Summary of Functions***

Provides oversight and quality control in the management and development of the school lunch program in keeping with Federal and State guidelines and Board policy. Also oversees the head cooks and food service workers to ensure food quality and safety.

***Essential Duties and Responsibilities***

***A. General Administrative Responsibilities:***

- 1) Program Management – Provides oversight of the food service programs. Meets with student groups to facilitate focus groups and nutrition education programs so that students have a voice in selecting menu items in compliance with FDA regulations. Evaluates program and makes recommendations regarding policy changes as needed.
- 2) Supervision– Plans, assigns and inspects work of subordinates. Determines staffing needs, aligns functional work areas and assigns responsibilities. Participates in the selection of new employees; appraises, counsels and advises subordinates.
- 3) Safety – Maintains safety standards in conformance with state and insurance regulations and develops a program of preventative safety.
- 4) Budget – Assists in monitoring the budget for assigned area of responsibility.
- 5) Inventory – Purchases and maintains an inventory of all foods, supplies, and equipment. Orders additional items as needed. Operates a program of cooperative purchasing to take full advantage of cost savings through bulk purchasing.
- 6) Records - Keeps program records as needed or required. Submits all reports required by state authorities, the Food Service Director.
- 7) School Meals - Plans menus and supervises the preparation and serving of meals at all schools. Standardizes prices charged for various types of lunches and ala carte. Supervises the planning and preparation of any special meals required for district-sponsored events.
- 8) Public Relations – Keeps patrons and the public informed of the menus and services offered by the school cafeteria as well as the health and educational benefits gained by children through participation in the school food service program.

## ***Organizational Relationships***

Supervised by and reports to the Child Nutrition/Food Service Director or designee.

## ***Qualifications***

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ AA Degree or equivalent experience
- ❑ Three (3) years of experience in food service management
- ❑ Valid driver's license
- ❑ Proficient with desktop computers, preferably Microsoft operating system
- ❑ Knowledge of federal and state guidelines relative to food service
- ❑ Knowledge of and experience in food preparation
- ❑ Knowledge of and experience in organizing an effective ordering/receiving system
- ❑ Knowledge of program planning and budgeting
- ❑ Demonstrated ability to establish and manage budgets
- ❑ Excellent communication, problem solving and organization skills
- ❑ Demonstrated ability to motivate and supervise staff
- ❑ Good work habits

**Desirable Qualifications** – Experience in a school/large food service setting; experience in working in Native American communities.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.