



CLASSIFICATION DESCRIPTION

TITLE: Food Service Site Supervisor

<p><u>Title of Immediate Supervisor:</u> Supervisor of Food Service</p>	<p><u>Department:</u> Child Nutrition</p>	<p><u>FLSA Status:</u> Exempt</p>
<p><u>Accountable For (Job Titles):</u> Satellite Manager</p>		<p><u>Pay Grade Assignment:</u> Non-Certified Business Division Administrators' Association, Pay Class III</p>

<p>General Summary or Purpose Of Job:</p>
<p>Works directly with school sites to efficiently provide nutritious and tasteful meals to the students and staff of Duluth Public Schools. This is accomplished by utilizing federal, State and local guidelines for school lunch and breakfast, childcare, Head Start and federal summer programs. Assist in overseeing multiple sites and numerous employees in the Child Nutrition Department.</p>

<p>DUTY NO.</p>	<p>ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)</p>	<p>FRE-QUENCY</p>
<p>1.</p>	<p>Provides administrative direction regarding the food service operations to sites and programs, ensuring that departmental goals and objectives, as well as federal, state and local guidelines are followed.</p>	<p>Daily 40%</p>
<p>2.</p>	<p>Serves as a liaison with other district units or external entities outside the district; screens calls and mail dealing with complains, problems conflicts or questions; attempts to independently resolve, answer or address problems, questions or issues within established guidelines.</p>	<p>Daily 10%</p>
<p>3.</p>	<p>Assist in the food service computer point-of-service accounting system, including computer program and collection money systems. Troubleshoots and provides training to employees by telephone and through on-site visits.</p>	<p>Daily 10%</p>
<p>4.</p>	<p>Performs budget management activities; monitors and tracks budget expenditures; prepares and processes requisitions; processes invoices for payment; submits reimbursement forms; processes stipends.</p>	<p>Daily 10%</p>



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5.	Hires, trains, provide administrative direction and assistance to Satellite Managers by coaching, staffing guidelines and Serve Safe principles.	Daily 10%
6.	Assists in the planning and evaluation of menus. Establishes substitute meal items and alternative serving systems, such as when dishwasher or freezer problems arise.	Daily 10%
7.	Assists in developing new revenue and cost containment ideas, as well as departmental planning and evaluation of operations, problem solving and follow through on solutions. Stays current by attending seminars and other professional activities on food service and nutrition.	Daily 5%
8.	Oversees catering functions for the District by providing menus, staffing and invoices, including requests by the district administration. Coordinates catering with site managers. Enforces compliance with safety and Serve Safe regulations, ensuring customer satisfaction.	Daily 5%
9.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an associate's degree in food service management or dietetics and at least two years of management experience in a large institutional food service setting serving 200 meals or more; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (within 6 months of job entry):

- Serve Safe Food Manager Certificate (Required)
- Registered Dietetic Technician (Preferred)

Knowledge Requirements:

Requires knowledge of:

- Large quantity food production and services, necessary for serving hundreds of students.
- State, federal and local guidelines for food handling in school food service operations.
- MS-Office, or similar programs, used for creating spreadsheets, databases, and for word



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- processing.
- Nutrition and meal planning.
- Large quantity institutional food preparation
- Using food service software.
- Purchasing practices, determining quantities, writing bids, and negotiating prices.
- Mathematics and accounting basics.

- Skill Requirements:**
- Skilled in:
- Time management, team building and supervision with a diverse group of people.
 - Written communication.
 - Verbal communication, especially for public speaking and making presentations.
 - Ability to work independently and to plan work requirement for self and others.
 - Ability to work well in a hectic, fast-paced environment.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell				√
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is occasionally performed near moving mechanical parts, such as when using slicers and large augured kettles; in outdoor weather conditions, when traveling between sites; and in extreme heat (non-weather related) in kitchens. Occasionally, work is performed in wet or humid (non-weather) conditions, such as in dish rooms; in fumes or airborne particles, and where toxic or caustic chemicals are present, such as in dish rooms, when ventilation problems are present; in extreme cold, when working in freezers; and; where there is a risk of electrical shock in a typical institutional kitchen environment.



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The typical noise level ranges from moderate to loud, depending upon the school or program site.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Climbing, stooping, and kneeling when accessing kitchen or freezer shelves as required. Boxes weighing up to 50 pounds may be lifted when assisting in unloading products from trucks.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History: Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting. Classification reviewed and revised by ISD 709 Human Resources on 4-8-13.