

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: CAFETERIA SUPERVISOR/DIETITIAN **File 111**

Reports to: Operations Coordinator

Job Objectives: Directs the delivery of an effective food service program. Proactively markets the program to maximize profits. Monitors customer satisfaction. Keeps the assistant superintendent informed about food service activities and emerging issues.

Minimum Qualifications:

- Bachelor's degree in institutional food service or closely related field.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Multi-school or closely related food service experience.
- Successful completion of a board-approved food safety and sanitation course.
- Ability to interpret and comply with nutrition, health, and safety regulations.
- Computer skills and knowledge of nutritional software is preferred.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of a districtwide food service program (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.).
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Administers the board-approved budget. Controls costs and reduces waste through careful planning. Manages the food service program to be self-sustaining except for financial support authorized by the board. Evaluates operational performance.
- Publishes menus. Makes available a variety of food choices that appeal to student preferences. Ensures that lunches meet all USDA child nutrition guidelines.
- Oversees the preparation of food. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- Uses standardized recipes to maintain quality control. Monitors production sheets and work progress. Helps staff as needed to meet established schedules.
- Works with staff to address the needs of students with dietary restrictions.
- Oversees the set up of serving lines and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
- Oversees the proper storage or disposal of leftover food.
- Properly accounts for all lunches. Uses point-of-sale reports to check bank deposits. Submits records to the treasurer's office.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes applications and records for free and reduced-cost lunch programs.

- Maintains vendor files. Obtains price quotes from the Lorain purchasing co-op. Orders food products and supplies. Approves invoices for payment.
- Maintains an accurate inventory of all food, supplies, and equipment.
- Oversees regular kitchen safety inspections. Teaches staff how to operate fire and safety equipment. Identifies maintenance needs and prepares work orders.
- Promptly documents all injuries that require medical attention.
- Oversees the routine cleaning of equipment. Anticipates and is prepared for fire, health, and safety inspections.
- Participates in food service staff selection and orientation processes.
- Ensures the equitable distribution of workloads and extra assignments. Approves time sheets.
- Oversees food service staff training in procedures to effectively accomplish their duties. Promotes the development of staff leadership.
- Coordinates activities for special district events (e.g., banquets, etc.).
- Helps manage kitchen security. Assists rental groups as directed. Ensures that the kitchen and storage areas are secured at the end of the workday.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the assistant superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.

- Potential for exposure to airborne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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