



**POSITION DESCRIPTION**

<b>JOB TITLE: Field Supervisor I - Food Service (12 Month)</b> Job Class: 0816		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b> Food Service Division
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) The primary responsibility of this position is to supervise the school lunch/school breakfast programs in assigned schools.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Supervises the school lunch and breakfast programs and other food service operations in central kitchens, secondary schools, elementary independent kitchens and receiving kitchens.
2. Monitor compliance with the terms of the School lunch program agreement and the regulations issued by the State Department of Public Instruction directing efforts toward teaching the requirements of a balanced diet.
3. Supervising the production and service of the best food possible within available financial resources.
4. Supervises sanitary food handling by instructing food service managers in the principles of sanitary food handling, preparation, serving, dishwashing and storage.
5. Modify employee organization plans to make the most effective use of available resources.
6. Develop an understanding in food service managers and assistants of their responsibility and authority.
7. Determine the most economical and efficient type of food service for which varies according to participation, facilities, time available and labor.
8. Plan, organize and conduct programs for the Inter High School Lunch Committee to provide a direct line of communication with the students and educate the students about the food service program.
9. Assist in the development and testing of new recipes utilized in the food service operations.
10. Plan and coordinate nutrition education programs within the Food Service Division.
11. Attend regularly scheduled staff meetings and other committee meetings as needed.
12. Assist in planning and/or conducting workshops and periodic in service training sessions for food service managers and trainees.
13. Perform a wide variety of related activities in support of the food service program.
14. Actively supports the MPS Strategic Plan.
15. Other various duties as assigned.

<b>SUPERVISION RECEIVED:</b> (Indicate the extent to which work assignments and methods are outlined,
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reviewed, and approved by others.)

Director of Food Service Division

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Food Service Managers and Food Service Assistants

**JOB REQUIREMENTS:** 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**