

NAZLINI COMMUNITY SCHOOL, INC.
Position Description

POSITION TITLE: Food Service Supervisor
CONTRACT TERM: 12 Months

CLASSIFICATION: Exempt
DATE APPROVED: 06/10/2020

POSITION SUMMARY: Under minimum supervision of and through the direction and assistance of the Principal, the incumbent performs work in terms of program objectives, priorities, and occasional special assignment and direction. This job involves planning, organizing, and directing of the school's food service operation, including the federal lunch and break programs.

RESPONSIBILITIES

- Works closely with the Principal to facilitate the Cafeteria program operation
- Reviews the work of Food Service Department personnel
- Applies appropriate Federal, State and Local guidelines, rules, and regulations to effectively determine operational needs
- Plans, implements, and evaluates training needs of Food Service personnel
- Conducts performance evaluations of employees and program evaluation according to established procedures
- Develops and maintains Food Service department budget to ensures all expenditures are necessary, reasonable, appropriate and are properly processed and authorized
- Conducts routine staff meetings and devotes part of each meeting to staff improvement and development
- Prepares and submits monthly reports to through the Principal to the Board of Directors
- Checks and verifies invoices received from the cafeteria vendors and submits to the business office
- Calculates the amount of reimbursements due for each month from Federal and state resources
- Processes National School Lunch/Breakfast Program requirements under Community Eligibility Provision (CEP)
- Prepares and submits ALL applicable reports for the food service program to Federal, State and Local agencies
- Authorizes leave requests for employees
- Participates in employee grievance procedures to resolve issues
- Responsible for menu planning; inventory control, development of production records and management of central kitchen of the food service program
- Assures that food, supplies, and equipment are purchased in sufficient quantity to prevent either shortage or overages, using cost effective measures
- Supervises and assists with food preparation (menu planning/dietician function) in compliance with federal and state regulations
- Coordinates meal schedules and work schedules to accommodate the residential program
- Coordinates the refund, deliveries and distribution of UDA commodities and supplies
- Coordinates loading and transporting of food to picnic sites, etc.
- Wears safety devices or apparel as needed and practice personal hygiene

- Able to operate all food service equipment used in food service operation
- Report and Compile all clerical reports. Monitoring and implementation of the USDA Program
- Coordinate ordering of food items needed for special events and/or school wide events, including preparation
- Reads and knowledgeable of NCSI Policies and Procedures, Mission and Vision Statement.
- Utilize Accountability measurement and resources in correlation to school adopted policies, goals and school wide program plans
- Performs other duties as assigned

REPORTING RELATIONSHIP

- Reports directly to Principal

QUALIFICATIONS

- 32 semester hours of study in applicable discipline from an accredited institution or higher education, work history in food preparation experience with Two (2) years of food service supervisory experience
- Must have ability to supervise and train food service staff
- Must have ability to prepare production reports, plan meal preparation, exercise portion control, plan diet preparation, conduct inspections and security checks on inventory.
- Must be incumbent and able to maintain accurate accounting logs utilizing Federal, State and Local electronic reporting methods and tools
- Must have ability to enforce safety standards
- Experience working with National School Lunch Program (NSLP), breakfast and lunch reimbursement program
- Must be computer literate
- Heavy lifting is required for this position (50 pounds or more)
- Must have knowledge in preparation of traditional/native foods
- Must have a valid Arizona Driver’s license
- Must have Food Handlers permit
- First Aid and CPR

PHYSICAL REQUIREMENTS

- Annual Physical Examination is required.

SALARY CLASSIFICATION: To be determined based on education and experience and be placed on the NCSI, Salary Schedule.

NOTE: This position description is subject to review and change.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Employee signature

Date

Depending upon the needs of the school, some incumbents of this position may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.