

## Thompson Falls School District Position Description

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Position Title: Food Service Supervisor

Reports to: Superintendent

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**Summary:** Responsible for all aspects of food production, keeping within sanitation, food costs, and scheduling guidelines.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

- Plans and directs the preparation and serving of all food in the cafeteria.
- Responsible for security, food and supplies.
- Supervises and participates in the preparation and serving of food.
- Oversees and participates in cleaning of kitchen and related areas.
- Directs sanitation procedures.
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
- Ensures that all equipment in the cafeteria area is in safe, working condition, and notifies the appropriate authority when repairs are needed.
- Maintains records on food and supplies received and used.
- Maintains accurate production records conforming to federal/department guidelines.
- Manages inventory of food and supplies.

**Supervisory Responsibilities:** Supervises kitchen helpers.

*QUALIFICATIONS: 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** High school diploma or general education degree (GED), previous experience with quantity food preparation and service.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to work in a friendly manner with co-workers and students. Ability to lift 50 lbs; ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and truck while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

*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.*

While performing the duties of this job, the employee occasionally works in higher than normal temperatures and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.