

SCHOOL DISTRICT OF OKALOOSA COUNTY
Okaloosa County, Florida

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Job Title: Field Supervisor/Food Service
Reports To: Food Service Director
Supervises: School/Site Based Cafeteria Manager

Minimum Eligibility Requirements:

Associate Degree in Nutrition Dietetics or related field preferred
High School diploma and minimum of three (3) years of successful experience as a food service Manager/Supervisor
Must maintain Serv-Safe Certification
Must earn certification points yearly
Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Must demonstrate an ability to work with diverse groups and to effectively communicate, both orally and in writing

Mathematical Skills:

Ability to add, subtract, multiple and divide; use standard measurements

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed instructions

Technical Skills:

Knowledge of current computing technologies and software applications appropriate to the positions job responsibilities

Other Skills:

Ability to follow adopted policies and procedures in accordance with School Board priorities
Ability to conduct oneself in the best interest of student, in accordance with the highest traditions of public education and in support of the District's Mission Statement.

Physical Demands:

Capable of lifting/carrying 50 pounds and occasionally up to 75 pounds
Moderate physical activity required

Work Environment:

Occasional temperatures above 100, slippery surfaces, high noise level, greater than average risk of minor cuts and burns.

Job Goal:

To provide training and quality control for all foods served in the schools.
Meet all USDA guide lines, rules, and regulations

Essential Duties and Responsibilities:

- 1) Assists Director with administration and coordination of the National School Lunch and Breakfast Programs.
- 2) Provides on-site assistance for inventory control, food cost, sanitation and customer and personnel relations.
- 3) Assists with development of food budgets for assigned sites.
- 4) Monitors site budgets and makes suggestions to prevent loss of revenues.
- 5) Assists with development of staffing patterns and formulas based on NFSMI recommended procedures.
- 6) Determines food service equipment needs and assists with preparation of a capital equipment budget for assigned sites.
- 7) Develops and monitors corrective procedures concerning the status of the financial statements at specific sites.
- 8) Conducts on-site reviews of free and reduced price meal procedures at assigned sites according to federal regulations to be completed NLT February 1st of each year, as required by federal regulations.
- 9) Conducts on-site reviews to monitor policies covering all phases of the District food service program including, but not limited to, meal count and claiming system, expenditures and revenues, sanitation and competitive food rules.
- 10) Assists in the development of specifications and preparation of assigned food and equipment bids; and acts as a liaison between the vendors, cafeteria managers and Director.
- 11) Assists in the preparation of the central menu and menu analysis and solicits input on menus from managers and students.
- 12) Serves as a liaison between customers, cafeteria managers, principals and the Director.
- 13) Plans, develops and conducts food service manager meetings as well as interim training classes.
- 14) Provides technical assistance regarding personnel issues to school district administrators, cafeteria managers and related agencies.
- 15) Provides on-site training to employees pertaining to, but not limited to, the following: sanitation and safety, food preparation, National School Lunch and Breakfast Programs and equipment operation.
- 16) Coordinates the opening of new school cafeterias which include, but is not limited to, ordering, staffing, budgeting and training responsibilities.
- 17) Implements programs, policies and procedures in accordance with School Board priorities.
- 18) Other duties as may be (1) temporarily and/or sporadically assigned by the supervisor and/or the Board, (2) permanently reassigned and specific changes/notes signed by the supervisor.

Length of Employment:

Twelve months

Salary:

Based on the adopted salary schedule for Professional/Technical PG 4 personnel.

Evaluation:

Annual evaluation by designated supervisory personnel in accordance with School Board policies and State laws.

Review and Agreement:

_____	_____
Incumbent	Date
_____	_____
Supervisor	Date

cc: Incumbent
Supervisor