

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

JOB TITLE: Food Service Supervisor

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED.
2. Training needed to work in school lunch programs, including food service and sanitation license.
3. Ability to direct/supervise food service staff.
4. Ability to work under limited direct supervision while accepting direction from administrative supervisor.
5. Such alternative to the above qualifications as the Board of Education may find appropriate and acceptable.

TERMS OF EMPLOYMENT: 195 days assignment as defined by contractual agreements. The work day will be considered an (8.0) eight hour day. Over-time will be paid for all work hours completed in excess of (40) forty hours in any given week. Sick/vacation/personal/holidays will not count toward over time calculations.

REPORTS TO: Director or Designee/Building Principal as assigned.

ESSENTIAL JOB DUTIES: Responsible for oversight of all aspects of food service of Tri-County building food service programs, to ensure provision of meals of high nutritious quality which meet ISBE guidelines. In addition, all expectations identified in the Head Cook job description will apply.

PERFORMANCE RESPONSIBILITIES:

1. Purchase and maintain an inventory of all goods, supplies and equipment.
2. Plan and check all menus for school breakfasts, lunches and special dinners in compliance with ISBE regulations.
3. Check all bills and purchase orders for accuracy before presenting them to the Business Dept. for payment.
4. Plan disposition of government commodities as part of the ongoing food service programs.
6. Visit all lunchrooms/cafeterias regularly, checking that high standards of health and safety are maintained, and observe possible improvements in operations.
7. Supervise the planning and preparation of any special meals required for district sponsored events.
8. Ensure that building areas devoted to food service are maintained in a safe condition.
9. Survey and inspect on a regular basis, all equipment and properties under his/her direct supervision.
10. Ensure storage areas are neat and organized, provide careful supervision and protection of all district's real and personal property.

SUPERVISORY RESPONSIBILITIES:

1. Develop and maintain consistent food services process and procedures across Tri-County buildings.
2. Train and supervise all food service staff employed by Tri-County and provide feedback concerning performance to administrative supervisors for consideration.
3. Ensure compliance with Federal and State nutrition and food safety guidelines across all programs.
4. Approve all requisitions related to food service needs.

HEAD COOK RESPONSIBILITIES:

1. Supervise and instruct kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
2. Maintain the highest standards of safety and cleanliness in the kitchen.
3. Check food shipments into the school, signing invoices only after each order has been verified.

4. Determine the quantities of each food to be prepared daily.
5. Determine the size of serving to meet the necessary age requirements.
6. Prepare food according to a planned menu and tested, uniform recipes, and determine if the finished product is of best quality both in flavor and appearance before it is served.
7. Record all food requisitions from the storeroom, and record all meals served, designating with/without milk.
8. Oversee locking of storeroom, refrigeration, freezers and maintain a correct monthly inventory.
9. Order on a weekly basis all necessary supplies.
10. Report immediately to supervisor any problem/accident occurring in kitchen or cafeteria premises.
11. Confer with Supervisor, Principal and/or Director regarding any personnel problems.
12. Report to Supervisor, Principal and/or Director any faulty or inferior quality food that is received.
13. Make changes in the daily menu only when authorized to do so by the Principal or Food Service Director.

ORGANIZATION/MANAGEMENT RESPONSIBILITIES:

1. Develop/maintain consistent food service procedures for Tri-County cafeteria programs.
2. Interview and recommend for employment all food service employees.
3. Supervise all food service staff and provide feedback concerning performance to administrative supervisors for consideration.
4. Complete appropriate reports and records accurately and promptly.
5. Prepare for and participate in all compliance visits through ISBE.

PROFESSIONAL TRAITS:

1. Demonstrate knowledge of and adhere to Federal, State, and TCSE policies and procedures.
2. Maintain punctuality and regular attendance.
3. Maintain appropriate/accurate communications with colleagues, parents/guardians, students, and visitors.
4. Deliver services consistent with ethical principles, professional organizational standards, and in accordance with training and expertise.
5. Take steps toward professional self-improvement (attend/participate in all mandatory meetings/trainings, participate in in-service activities, seek out/attend professional development opportunities required to maintain professional educator licensure).
6. Participate in the ongoing assessment of his/her performance and accept/profit from constructive Criticism and feedback.

PHYSICAL REQUIREMENTS: (will be governed under the Americans with Disabilities Act)

1. Physically capable of lifting, pushing, or pulling up to 50 pounds.
2. Must be able to speak, hear, see, and write.
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting, and manipulation of equipment necessary to perform duties.
4. Possess a valid Illinois driver's license and be able to provide own transportation in conduct of work assignments. (Mileage reimbursed)

TECHNOLOGY EXPECTATIONS:

1. Demonstrate effective use of required and available technology/programs necessary for position.
2. Use technology to enhance productivity and professional practices including: word processing, database, spreadsheet, telecommunications, and print/graphic utilities,

OTHER DUTIES AS ASSIGNED:

07/11/2018