

JOB DESCRIPTION
Food Service Supervisor



GENERAL STATEMENT OF DUTIES:

The Food Service Supervisor is responsible for the daily food service operation. Must have the ability to research healthy recipes and plan rotating menus which are nourishing, appetizing, and appealing to children. Must be able to lead, direct and work collaboratively with assistants and substitutes.

The Food Service Supervisor is responsible to oversee all aspects of running an efficient and effective commercial kitchen regarding food preparation for breakfast, lunch and snacks. Must have knowledge of food cost, inventory, and safe food storage as well as ordering, working with vendors and leading others. Must oversee food prep, measurements and cooking within a commercial kitchen environment. Must be computer literate with knowledge of Microsoft WORD and Microsoft Excel. Must have knowledge of operating commercial kitchen equipment and safe handling thereof.

The Food Service Supervisor must fully understand and implement the food service program according to the standards of the Canton City Health Department and the Ohio Department of Education Child and Adult Care Food Program (CACFP). Must be willing to attend trainings sponsored by these agencies.

The Food Service Manager must maintain a Level 2 ServSafe Certification.

EXAMPLES OF ESSENTIAL WORK:

- ◆ Supervise kitchen staff and all kitchen operations at the center.
- ◆ Plan healthy menus, prepare food and maintain adequate inventory for the food service program including infants, according to CACFP guidelines.
- ◆ Ensure that monthly CACFP billing is accurately completed in a timely manner and that all required records and receipts are maintained and updated as directed by CACFP and/or Learning Center Director.
- ◆ Order, receive, and store food as delivered by suppliers.
- ◆ Check invoices against items delivered to ensure accuracy of the invoice and charges.
- ◆ Keep proper reports and records (food purchases, inventory, food production, menu changes, and meal counts) in order to comply with all CACFP requirements.
- ◆ Maintain a sanitary environment that meets or exceeds the Department of Health regulations.
- ◆ Report any and all food service sanitation or safety related problems to designated administrative personnel.
- ◆ Ensure food service area is clean and disinfected regularly (i.e. food preparation and services areas, dishes, cooking equipment, steam tables, ovens, cooler/freezers, ice machine, storage areas, etc.... and foodservice office.
- ◆ Ensure tables and chairs in the Café and food related areas of the staff break room (i.e. tables, microwave, coffee pot, refrigerator, etc...) are cleaned and disinfected as scheduled or as needed.
- ◆ Ensure the stock room is kept orderly, clean and sanitary for food storage at all times. Stock shelves as food deliveries arrive, dispose of boxes, etc.
- ◆ Keep ice bags stocked for first aid purposes and field trips
- ◆ Attend general staff meetings, teacher planning meetings and assist in setting goals with the Learning Center Director.
- ◆ Other duties as assigned.

JRC Learning Center

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www.JRCcares.org



-CONTINUED-

Child Care • Preschool • 6 weeks – 12 years



EDUCATIONAL REQUIREMENTS:

Associates or higher in Culinary Arts preferred
ServSafe Level 2 Certification

Must attend continuing training classes designed to broaden professionalism, education and skill.

PERSONAL REQUIREMENTS:

- Professional in appearance, attitude and ability.
- Treat children, parents and staff members with respect.
- Develop a sense of teamwork with co-workers in all work related duties.
- Give full attention to what other people are saying, take time to understand the points being made, and ask questions as appropriate.
- Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understand written sentences and paragraphs in work related documents.

ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and experience in commercial kitchen preparing large quantities of meals.
- Knowledge of child nutrition.
- Knowledge of the Children and Adult Care Food Program (CACFP)
- Ability to create a diversified menu according to CACFP requirements
- Knowledge of food cost, inventory and ordering.
- Knowledge and skill with fresh food preparation.
- Basic knife handling skills.
- Ability to measure ingredients accurately.
- Computer literate
- Basic reading and math skills.
- Ability to understand and carry out directions.
- Ability to lift up to and including 50 pounds.
- Knowledge with understanding recipes and having the ability to adjust proportions according to need.
- Attention to detail.
- Leadership skills.
- Organizational skills.
- Problem solving skills.

X _____
Employee Name (please print)

X _____
Employee Signature **Date**

X _____
Learning Center Director **Date**