

**Warrenton-Hammond School District  
Job Description**

---

**Job Title:** Food Service Supervisor  
**Reports To:** Business Manager

---

**JOB SUMMARY**

Coordinates and directs the work of food service personnel in preparing nutritious and attractive meals for students and staff while maintaining a clean kitchen and cafeteria and observing all health department regulations to create a safe and healthy work environment.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
  2. Knows and understands Federal guidelines for the Child Nutrition Program and ensures compliance.
  3. Knows and follows all safety and sanitary rules and regulations related to food handling.
  4. Inventory, orders and purchases food and milk in accordance with food service provider contract.
  5. Orders, receives and verifies supply delivery and accuracy and rotates into existing stock.
  6. Computes and maintains accurate inventory records.
  7. Ensures that freezers, refrigerators and dishwashers maintain proper operating temperature, are being maintained and sanitation standards are being upheld.
  8. Manages staff of food service assistants and student help.
  9. Cooks and serves student meals.
  10. Maintains a high standard of personal cleanliness and proper grooming as per sanitation code.
  11. Maintains a working knowledge of how all automatic kitchen equipment operates and ensures that equipment is properly maintained.
  12. Maintains an accurate system for all meal counts, tickets, cash receipts and production records.
  13. Acts as cashier, collecting money, making change and counting totals and entering into computer system.
  14. Maintains current and accurate records electronically.
  15. Fills out appropriate log(s), forms and paperwork and returns on a timely basis.
  16. Provides help with special diets, as needed or requested.
  17. Professionally represents the school and the District in interactions with parents, community, staff and students.
  18. Reports safety, sanitary and fire hazards immediately to supervisor.
  19. Maintains appropriate certifications and training hours as required.
  20. Complies with applicable District, state, local and federal laws, rules and regulations.
  21. Interacts thoughtfully and courteously with students, staff and community.
  22. Attends work regularly and is punctual.
  23. Evaluates all kitchen staff
  24. Coordinates Summer Feeding Program
  25. Updates/completes CNP Applications
  26. Other duties as assigned by Business Manager
-

---

### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Acts as back-up for other kitchen staff, as needed.
4. Responds to requests for special food service needs (field trips, etc.)
5. Reports issues to authorities as necessary, animal control, suspicious activity etc.

---

### SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of food service assistants and other kitchen personnel. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

---

### 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 Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience. Prior experience working in a school setting, in a food service position or with students strongly preferred. Prior supervisory experience preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and volume.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Mealtime and Outlook. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, vendors and members of the community. Ability to delegate responsibilities and meet time lines. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License and Oregon Food Handler card prior to starting work.

---

### 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 regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally taste or smell and climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus 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.

The work environment is in a standard kitchen/cafeteria setting. The noise level in the work environment is usually moderate to high depending upon the time of day and student population. The employee may be exposed to wet or humid conditions, work near moving parts, toxic chemicals (cleaners), fumes, airborne chemicals, extreme cold and extreme heat (ovens, dishwasher). The employee may be exposed to bloodborne pathogens.

---

### OTHER

<p><b>Note:</b> This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
--

I have read and understand this job description.

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_