

BIG WALNUT LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION

**Position:**     **Assistant Food Services Supervisor**

**Reports to:**    Director of Administrative Services

**Job Goal:**

To work with the Director of Administrative Services to supervise the daily production of preparing and serving food to school children and maintaining compliance with local, state, and federal regulations, including public health and safety. To develop long-term goals to elevate the Big Walnut Food Service Program.

**Qualifications:**

- BA/BS degree or an associate's degree in food or hospitality
- Five years or more experience in one of the following:
  - School cafeteria
  - Institution food service management
  - Hotel administration
  - Restaurant management
  - Other related fields
- Staff management experience is required
- Must hold or have the ability to obtain within thirty (30) days of employment a ServSafe Food Manager's certificate
- Physically and emotionally able to perform duties of the position, including but not limited to the ability to lift 50 lbs. or more and be on your feet all day

**NOTE:** *The lists below are not ranked in any particular order of importance.*

**Essential Functions and Expectations**

- Create and maintain a four-week cycle menu
- Ensure all federal SNA requirements
- Ensure all snacks are Smart snack compliant
- Make recommendations about new products, equipment needs and quality of vendors and suppliers.
- Direct the preparation of food according to standardized recipes and established food preparation procedures.
- Maintain and enforce the HACCP plan
- Enforce all health and safety codes
- Maintain all records for three years plus the current on meals, production records, finances, Free and Reduced
- Prepare and keep records for the Tri-annual Federal audit
- Report in a timely manner all state and federal reports and requests for reimbursement
- Follow all Federal Bid and Purchasing Requirements
- Work with the Director of Administrative Services to oversee and evaluate all cooks and substitute cooks
- Interact in a positive and professional manner with all staff, students and parents
- Recruit, hire, onboard and train all cooks and subs
- Provide ongoing training on health code, kitchen safety practices, etc
- Learn and evaluate all POS systems

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- Oversee the food services website and menus
- Control and oversee all inventories
- Work with building administration to meet the needs of each school and schedule
- Work with the nurses to provide nutritional information for student with medical issues
- Serve as a member of the Districts Wellness Committee
- Work with parents on allergies, accounts balances, dietary restrictions and menu restrictions, etc
- Oversee district-wide catering needs
- Observe and promote safe work practices and procedures.
- Develop and maintain a five-year capital equipment plan
- Oversee the preventive maintenance of all kitchen equipment
- Work with the Director of Administrative Services to develop and stay within the budget
- Maintain a monthly P&L
- Cultivate relationships with vendors, UPC and EPC
- Recommend changes in policies, methods and procedures
- Oversee the cash management procedures of the district
- Create and manage purchase orders
- Oversee the collection of unpaid student balances
- Models non discriminatory practices in all activities.
- Employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
- Performs all other duties as assigned by the Director of Administrative Services

**Terms of Employment**

Work calendar, salary and benefits established by the Board of Education.

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

April 10, 2023

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s).*