

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Food Service Director	Food Service Department	Superintendent
JOB SUMMARY: Responsible for planning, organizing, supervising, and evaluating the district food service program.;		
QUALIFICATIONS: High school diploma or equivalent (GED) with food service experience; State of Minnesota Food Manager Certificate and School Nutrition Association (SNA) Level 3 Certificate. Must possess strong organizational skills, written and verbal communication skills, and have the ability to work with diverse groups of people.		
TASK NO.	DESCRIPTION WORK YEAR: 225 days	FREQUENCY

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| 1 | Coordinate, maintain and complete all state and federal reports pertaining to the food service lunch program. Maintain records for the annual and state audit. Monitor the free and reduced meal program and the collection of unpaid bills. | 35% |
| 2 | Prepare and submit bids for the purchase of all food, supplies and equipment based upon the program needs. Oversee the shipment of the food, supplies, equipment, storage and security. Maintain an updated inventory. | 20% |
| 3 | Recruit, hire, train, supervise and evaluate food service personnel. Supervise employee recognition, discipline and dismissal. Maintain substitute list and process TruTime time sheets | 10% |
| 4 | Develop, submit and follow appropriate program budgets. Execute purchase orders, process invoices and code them to for accounts payable | 10% |
| 5 | Create nutritious menus to include USDA commodities and meet the State and Federal guidelines. | 10% |

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TASK NO.	DESCRIPTION	FREQUENCY
6	Ensure compliance with the health and safety standards set by the County Health Department. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health and safety are maintained.	10%
7	Promote Food Service program through nutrition, open houses and orientation in all buildings.	2%
8	Supervise the planning and preparation of any special meals required for district-sponsored events.	1%
9	Attend meetings, workshops and training sessions as directed by supervisor.	1%
10	Perform other related duties as assigned.	1%

SUPERVISOR’S APPROVAL

DATE

COMMITTEE’S APPROVAL

DATE