

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565

## OPEN POSITION: RICHMOND FOOD SERVICE SUPERVISOR

POSTED: 10-26-2017

DEADLINE: INTERNAL/EXTERNAL UNTIL FILLED

**SUMMARY:** Directs the District's food service program in conformance with local, state and federal regulations and requirements including public health and safety. Reports directly to the Director of Business and Management Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Oversees and coordinates the daily operation of the District's food service program
- Provides exemplary customer service for students, staff, and community
- Monitors food production and service to assure planned menus are followed and substitutions comply with meal requirements
- Interprets local food code and interacts with regulatory authorities for licensing and inspection
- Interacts with suppliers to resolve issues and research products
- Receives deliveries on cancelled school days
- Processes free and reduced-price meal applications
- Ensures confidentiality in all aspects of the school meals program
- Handles catering activities including coordinating, planning, scheduling staff, purchasing, and invoicing
- Prepares and submits reimbursement claims for school meals
- Reconciles, consolidates, and transports daily deposits
- Provides on-the-job training to staff in areas of food production, sanitation, and other food-related subjects
- Supervises, hires, and evaluates employees
- Develops specifications for, solicits competitive prices, and requisitions all food, equipment, and supplies for the department
- Plans and analyzes menus that conform to Federal regulations and provide nutritious and appetizing foods
- Evaluates meal and non-program food costs and recommends changes as appropriate
- Assists in developing the annual food service budget
- Schedules staff and substitutes and approves leave time
- Audits and approves employee time sheets
- Understands and interprets labor contract
- Retains required documents in an organized manner for required retention periods
- Attends and participates in monthly County Director meetings
- Attends trainings necessary to meet USDA professional development standards
- Periodically interacts with MDE to answer questions and resolve issues

**SUPERVISORY RESPONSIBILITIES:**

Supervises three buildings and a minimum of 15 food service workers.

**QUALIFICATION REQUIREMENTS:** 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:**

Bachelor of Science in Food Service Management or Nutrition desired. Prior food service management in a school setting preferred. Meal Magic software experience preferred. Meets USDA professional standards for food service employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

ServSafe certification required.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to read and interpret federal and state school meal guidelines and requirements. Ability to problem-solve and respond quickly to situations, such as equipment failure and out of stock items. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping, and production schedules. Strong organizational and time management skills. Previous experience in food service management. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**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 sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

**Non-Discrimination Statement**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law), height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

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**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 noise level in the work environment is usually loud. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, and work irregular or extended work hours.

Anyone interested in applying should submit a letter of application and resume to:

Mr. Brian Walmsley, Ed. S.  
Superintendent  
Richmond Community Schools  
35276 Division Rd.  
Richmond, MI 48062

or e-mail : [ttomayko@richmond.k12.mi.us](mailto:ttomayko@richmond.k12.mi.us)