Position Opening Announcement

Food Service Supervisor

**Application Information**

**Position:** Food Service Supervisor

**Job Description:** See attached job description

**Hiring Timeline:** Open period: July 19 – 28, 2017 or until filled

**Terms of Employment:** 260 days per year

**Salary Range:** $50,800 - $62,000

**Application Procedure:** External applicants please complete the online application at [https://ewjcjobs.hrmplus.net](https://ewjcjobs.hrmplus.net).

If you require additional information or have questions about the position please contact Kim Bolt, Human Resource Specialist at (509)786-3323 Ext 2003.

---

Prosser School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boys Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator and Compliance Coordinator for State Law**
Bryan Bailey
1203 Prosser Avenue
Prosser WA 99350
(509)786-1224
bryan.bailey@prosserschools.org

**Section 504/ADA Coordinator**
Dr. Syndi Duehn
1109 Meade Avenue
Prosser WA 99350
(509)786-1820
syndi.duehn@prosserschools.org

---

This job description has been developed for use by the Prosser School District.

**Effective:** July 19, 2017
Food Service Supervisor

* * * Job Description * * *

Expectations of Position:
To provide each student with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring. Proficiency required in menu planning, nutrition, quantity food purchasing and preparation, accounting, inventory control, personnel administration, safety and sanitation (HAACP). As a member of the district leadership team the applicant is expected to adapt to situations, work under pressure and meet deadlines while working in close contact with employees, the public, administrators, teachers and students.

Skills and Qualifications
- Bachelor’s degree, or equivalent educational experience with academic major in specific areas; (food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field) or Bachelor’s degree in any academic major, and State-recognized certificate for school nutrition directors; or Bachelor’s degree in any academic major, and at least 2 year of relevant school nutrition programs experience or associate’s degree or equivalent educational experience, with academic major in specific areas, and at least 2 years of relevant school nutrition programs experience.
- Ability to resolve and problem solve complex interpersonal issues among others
- Knowledge and skilled in computer operations
- Ability to work positively with principals, school board, media, parent groups, etc.
- Ability to manage the budget and finances of the food service program
- Ability to set short term and long term goals
- Ability to select, supervise, assign, evaluate and appropriately delegate to staff
- Ability to market the food services program with students, parents, staff and community

Reports To: Business Manager
Major Tasks and Responsibilities:

- Develop and implement a system of food service budgeting and financial controls
- Develop and implement a food services program which includes production, distribution and service of meals
- Develop menus to reflect good nutrition in accordance with district policy that are also acceptable to students
- Interview and recommend selection of new employees, provide training, scheduling and evaluations
- Develop and maintain effective communications and public relations program regarding district food service
- Responsible for food service facility planning, equipment selection and maintenance
- Purchase all foods, supplies and equipment
- Maintain a food inventory control system
- Plan yearly budget, prepare monthly cost analysis; and maintain accounting documents as required by state and federal guidelines
- Monitor all purchase orders and check for accuracy before presenting for payment
- Visit all lunchrooms as often as possible, check that high standards of health and safety are maintained
- Submit appropriate reports to state office as required according to mandated time schedule
- Supervise free and reduced breakfast, lunch, snack and summer feeding programs
- Provide food service options for district/school personnel
- Supervise planning and preparation for special meals required for district sponsored events such as banquets
- Assist with the annual bid process for food purchases
- Work closely with the business manager to fulfill requirements of position
- Participate in district level decision making
- Identify and perform other duties as assigned/needed