



Nutrition Services Kitchen Supervisor

SUMMARY: Under basic supervision, assists in food preparation and presentation at satellite/prep kitchens, and supervises the kitchen work group; manages kitchen operations, food storage, production records, and training of staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Supervises the staff and functions at a District satellite kitchen or in a prep kitchen in the absence of the Nutrition Services Manager; monitors and evaluates work group, and assures that the work products meet federal, state and MPS quality and safety standards.
- Makes appropriate decisions based on experience; performs work within scope of authority and training, and in compliance with MPS policies and quality standards.
- Oversees operations to assure presentation and distribution of safe, nutritious, and high quality food.
- Estimates food preparation amounts, and orders the quantity of food needed.
- Follows serving size and meal requirements as determined by Nutrition Services Director and USDA.
- Receives materials and supplies; inspects deliveries for accuracy, and appropriate quantity and quality; contacts vendors regarding discrepancies.
- Assures food arriving from all sources is of proper temperature to meet food safety requirements.
- Supervises the cleaning of kitchen equipment and food preparation and storage areas to meet mandated health standards.
- Supervises ordering, record-keeping, and summary reporting; collects money and balances accounts.
- Supervises, schedules, and trains assigned staff, assures that quality and safety standards are met.
- Trains staff on operational procedures and quality standards.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND three years of institutional food service experience, preferably in a public school; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures.
- Federal, state and local codes and regulations governing food handling and public nutrition services.
- Safety and sanitation practices for food preparation, distribution, and storage.
- Methods, materials, and practices of volume food presentation.
- Principles of inventory control for institutional food and equipment.
- Customer service and public relations methods and practices.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Food presentation and preparation techniques and practices.
- Monitoring operations, identifying potential food safety hazards, and verifying compliance with state and federal regulations.
- Managing cleaning of food preparation and delivery areas, and student eating areas.
- Safely using kitchen tools and equipment, and specialized safety testing tools.
- Performing general math calculations, and inventory and records management tasks.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Promoting and enforcing safe work practices.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required. Certifications in food safety training through the North Dakota Department of Public Instruction, including Lead Foodservice Worker (LFSW), are required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment, and in a commercial food service work environment, with risk of burns and cuts. Requires frequent physical efforts and ability to lift and move items weighing up to fifty pounds.