

## SUMMER FOOD SERVICE SUPERVISOR

### DEFINITION

Supervises a food service program for playground and summer-session programs at elementary schools serviced by the Newman Nutrition Center.

### TYPICAL DUTIES

Orders food and supplies, including prepackaged meals, and assures proper storage and use.  
Monitors production reports to determine future ordering, storage, sales, and student participation for cost effectiveness and efficiency.  
Checks foods and supplies for proper quantity and quality.  
Maintains prescribed food quality and sanitation standards.  
Serves or supervises the serving of meals.  
Informs parents and students regarding the food service program.  
Prepares, reviews, and maintains daily meal-participation reports, records of hours worked by employees, and various other records and reports.  
May make bank deposits of funds collected for meals.  
May supervise food service personnel.  
May collect meal tickets, process meal applications, and maintain meal control sheets.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Summer Food Service Supervisor supervises a food service program that consists of heating and serving prepackaged meals for playground and summer-session programs at elementary schools serviced by the Newman Nutrition Center.

A School Food Service Manager is responsible to a site administrator and to an Area Food Services Supervisor for the supervision of a cafeteria operation and for preparing and serving food in a variety of feeding programs, such as breakfast, lunch, and bag meals for other locations without cafeterias.

A Satellite Cafeteria Manager is responsible to the site administrator and to an Area Food Services Supervisor for the supervision of an elementary school meal distribution kitchen and for the proper ordering, receiving, storing, heating, and distribution of meals prepared at a District food processing plant.

### SUPERVISION

General supervision is received from a site administrator and/or Area Food Services Supervisor. Technical supervision is received from an Area Food Services Supervisor. Supervision may be exercised over food service employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Use and care of ovens and refrigeration equipment
- Procedures followed in ordering, receiving, storing, heating, and distributing meals
- Kitchen equipment sanitation and maintenance
- Supervise, train, and evaluate the work performance of food service employees

### Ability to:

- Apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Follow written instructions
- Make arithmetic computations and keep accurate records
- Work effectively with school personnel, students, and parents
- Operate an office computer
- Complete all tasks in a timely manner

### Special Physical Requirements:

- Stand and walk on concrete and tile floors for long periods of time
- Safely lift and carry items weighing up to 50 pounds

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent proficiency at the high school level. Successful completion of an adult school, District, or college course in food service sanitation is preferable.

### Experience:

One year of commercial or institutional experience in heating and serving meals. Experience in food service ordering procedures and record keeping is preferable.

### Special:

- A valid Los Angeles Unified School District Food Handler's Health Certificate.
- A valid California Driver License and use of an automobile may be required for some positions.
- A valid "ServSafe Certificate" National Registry certificate, or equivalent certificate.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised and title change  
from Summer Cafeteria Supervisor  
09-08-08  
PH