

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### SUPERVISORY TECHNICIAN I - SCHOOL FOOD SERVICES

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited education institution.
- (2) Minimum of three (3) years experience in school food services or related experience.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable in areas of food services computer applications and inventory control. Working knowledge of accounting principles as they relate to financial management. General knowledge of food services equipment. Understanding of state and federal policies and rules and the reporting requirements. Ability to interact with departments and School Board personnel.

#### REPORTS TO:

Director II – School Food Services

#### JOB GOAL

Assist the Director II – School Food Services in the planning and execution of management standards for the Escambia County's School Food Services Department with specific emphasis on procurement and inventory control.

#### SUPERVISES:

Inventory Control Technician – Food Services

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Assist school personnel in areas of labor expenditures, food orders, inventories and overall budget.
- \* (2) Visit school cafeterias on a regular basis.
- \* (3) Oversee all food purchasing activities, including bid specification quantities and bid awards.
- \* (4) Conduct or coordinate food tests with students, staff and cafeteria employees.

##### Service Delivery

- \* (5) Review food services management reports to assess and analyze the financial status of each school and the District and assist Director with implementing changes as appropriate.
- \* (6) Assist Director in the evaluation of all cafeteria staffing and the development of the Food Services Staffing Plan.
- \* (7) Oversee the automated central food services management system and the site-based cafeteria point of sale and inventory control program.
- \* (8) Assist Director in assessment of purchasing and transferring of food service equipment.

## **SUPERVISORY TECHNICIAN I – SCHOOL FOOD SERVICES (Continued)**

### **Inter / Intra-Agency Communication and Delivery**

- \* (9) Provide input to cafeteria managers and principals in the employment of food personnel.
- \* (10) Assist in maintaining a positive public relations program.
- \* (11) Participate in the renovation of food service facilities and in the construction of new facilities.
- \* (12) Assist the Director in the development of the agenda for all cafeteria managers' meeting and co-direct the meetings.
- \* (13) Work closely with vendors and suppliers in the bidding and delivery of goods process.
- \* (14) Assist in the District's emergency preparedness efforts in conjunction with the District's Emergency Preparedness Plan.

### **Professional Growth and Development**

- \* (15) Provide leadership and training for food service personnel in the areas of point of sale, inventory control and food cost.
- \* (16) Attend state meetings to remain abreast of new rules and regulations.

### **Systemic Functions**

- \* (17) Assist and coordinate the planning, development and evaluation of the District-wide food services program.
- \* (18) Evaluate school food services programs annually as required.
- \* (19) Assist in the preparation of required reports and maintain all appropriate records for audit.
- \* (20) Assist cafeteria managers with new employee training.
- \* (21) Assist with the development of a school cafeteria improvement process on an annual basis.
- \* (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (23) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \* (24) Assist with the preparation and analysis of the county-wide menu.
- \* (25) Work with cafeteria staffs to insure delivery of quality food services and improve safety and sanitation.
- \* (26) Exercise proactive leadership in promoting the District and food services goals.
- \* (27) Demonstrate the ability to recognize problems and determine solutions.
- \* (28) Set high standards for self and coworkers.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SUPERVISORY TECHNICIAN I – SCHOOL FOOD SERVICES (Continued)**

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**Professional Salary Schedule – Pay Grade 11**

**Date of Board Approval: August 21, 2001**

**Date of Revision: June 21, 2005**