

**Cleveland Metropolitan School District
Food and Child Nutrition Services**

Title: Food Specialist (Area Food Supervisor)

Function:

Under the direct supervision of the Director of Operations, the individual in this position assists with the objectives, functions, policies and operation of Food and Child Nutrition Services. This individual also assists with implementing and coordinating the present Child Nutrition program established under Federal and State standards in his/her assigned region. This individual will effectively interact with Food and Child Nutrition Services personnel, school principals, school custodians and health department representatives.

Duties and Responsibilities:

1. Supervising the day-to-day activities of Food and Child Nutrition Services Department staff in assigned buildings by:
 - Supervising the day-to-day activities of Food and Child Nutrition Services staff in assigned buildings including food ordering, production, food serving and kitchen/cafeteria cleaning activities
 - Supervising the performance of assigned staff through regular observation and evaluation; collaborates with staff as needed to improve performance
 - Providing appropriate orientation and ongoing training to staff
 - Promoting standards and expectations for staff
 - Coordinating and conducting regular staff meetings
 - Implementing departmental goals, operational standards, policies, and procedures; recommends revision of departmental work systems and procedures as necessary to improve the efficiency and productivity of the department
 - Investigating and resolving departmental related issues and concerns
2. Administers the District's food service program in assigned buildings by:
 - Ensuring that all food items are prepared and served in appropriate quantities and according to menu specifications, USDA regulations and departmental guidelines; initiates corrective action as needed
 - Monitoring lunchroom facilities and operations to assure compliance with dietary, cleanliness, health and safety standards; initiates corrective action as necessary
 - Developing and maintaining a working relationship with district and building administrators as it relates to administration of the food service program
 - Overseeing compliance and maintenance of production records, cash receipts, activity reports and forecasts
 - Preparing departmental documents and reports as required
 - Participating in the review, evaluation and recommended purchase of new and replacement food service equipment
 - Ensuring that all counting and claiming procedures are in compliance. This includes Offer versus Serve and all USDA regulations and departmental guidelines which corresponds to meal service; initiates corrective action as needed

3. Keeping abreast of USDA, public health and safety regulations and National School Breakfast and Lunch Program requirements.
4. Assists in implementation of the departmental budget by:
 - Monitoring and assuring inventory and labor costs in assigned buildings are within the approved budget
 - Communicating personnel and equipment needs of assigned buildings
 - Attends District meetings and participates on District-wide committees as assigned.

Qualifications:

1. Bachelor's degree required
2. Minimum of two (2) years food service management experience.
3. Possess and effectively utilizes experience in task areas associated with position.
4. Possess and effectively utilize comprehensive knowledge of food service standards and procedures in order to communicate with food service personnel.
5. Possess and effectively utilize knowledge of inventory principles and practices.
6. Possess and effectively utilize above average organizational and communication skills.
7. Demonstrated knowledge of computer applications including Windows, Microsoft Word, Excel and Powerpoint
8. Ability to set priorities of work to be completed and coordinate many activities simultaneously.
9. Need of vehicle and valid Ohio Drivers License for traveling to and between schools.