

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant Supervisor of Dining Services

REPORTS TO: Director of Dining Services

JOB SUMMARY: Performs all duties necessary to assist the Director of Dining Services in the facilitation of all dining services.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Supervises food preparation and serving to ensure students a nutritious lunch, served attractively.
2. Supervises satellite cooking and service procedures.
3. Works with school professionals and school groups to increase school lunch participation.
4. Establishes work performance standards and plans weekly work schedules with cooks.
5. Identifies sub-standard products and reviews with cook.
6. Assist with all aspects of the Point-of-Sale system and related dining service application software and automated processing systems.
7. Instructs employes in the operation and maintenance of all equipment.
8. Supervises and participates in preparation of a variety of reports for Food Service Program.
9. Maintains sanitary standards by local, state and federal agencies.
10. Evaluates all employes yearly and recommends termination for unsatisfactory performance.
11. Assists in training all assigned Food Service employees in recommended positions.
12. Assists in developing and administering an accurate inventory of all foods, supplies and equipment.
13. Plans and maintains individual Food Service payrolls for assigned schools.
14. Organizes the work and production schedules for special functions in assigned schools.
15. Determines staffing, supply and equipment needs for assigned schools and special functions.
16. Understands safety regulations as set by city and state, and be responsible for job training and establishes safe working conditions.
17. Performs other duties as assigned by the Assistant Supervisor for Dining Services.

QUALIFICATIONS: Three (3) years experience in food service management necessary. High School diploma required. Knowledgeable in the food service industry with an understanding of nutrition, sanitation and food safety. Knowledge of local and state health laws and regulations, including all relations associated with the National Food Lunch Program. Some basic accounting skills necessary.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects. Some stooping, bending and twisting of the body. Ability to lift and/or carry supplies weighing no more than 50 lbs and to stand or walk for extended periods of the workday.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical food service environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills, to work in an environment with frequent interruptions, and to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills and supervisory skills. Ability to operate various food service and office equipment.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 10 month classification. Cabinet Code – G.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

