



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Paula Crew
Superintendent

Denise L. Robinson
Treasurer

ANNOUNCEMENT OF VACANCY FOR THE 2023-2024 SCHOOL YEAR

Child Nutrition Services Supervisor

Posting Date

February 13, 2023

Application Deadline

When Filled

Beginning Date

As Soon As Possible

Qualifications: Bachelor's degree or equivalent educational experience, OR associate degree or equivalent educational experience AND at least two years of relevant school nutrition programming experience;
Extensive relevant knowledge and experience in area such as institutional food service operations, management, business, and/or nutrition education;
Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs;
Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;
Must pass BCI/FBI Criminal Background Check;
Demonstrates a sincere desire to aid all students; and
Good health, high moral character and good attendance.

Required Application Materials: Letter of interest;
Current Resume;
District classified application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.
Internal applicants need only submit letter of interest and current resume.*

Mail or deliver the requested materials to: Paula Crew, Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-3576
Email: paula.crew@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

Learning for All ~ Whatever it Takes!

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	FOOD SERVICE SUPERVISOR	File 801
Reports to:	Director, Superintendent, and Assistant Superintendent	
Job Objective:	Supervises the planning, delivery, assessment, and ongoing improvement of food service operations.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma or GED. Post-secondary food service training or work experience is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and all board policies.• Keeps current with technology and other workplace innovations that support job functions.• Successful completion of a board-approved sanitation/food safety course.• Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.• Accounting skills and the ability to accurately compute and record mathematical data.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Supervises food service operations (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.). Markets the program to maximize profits. Monitors customer satisfaction.• Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.• Maintains open and effective communications. Uses problem-solving techniques to tactfully address questions/concerns. Keeps stakeholders informed about emerging issues.• Analyzes data to improve food service operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.• Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.• Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.• Plans, procures, and manages supplemental service contracts related to assigned programs.• Identifies maintenance needs and prepares work orders.• Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.• Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.• Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads.• Trains food service staff in procedures to effectively accomplish assigned duties.• Shares knowledge about advances in operational procedures and equipment technology.• Promotes professionalism. Implements locally developed personnel appraisal standards.• Oversees the development of menus. Promotes food choices that appeal to consumer preferences. Ensures that lunches meet USDA child nutrition guidelines.• Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.).• Oversees free and reduced-cost lunch programs.• Ensures that all required accounting records are submitted to the treasurer's office.• Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.• Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.• Anticipates and prepares for fire, health, and safety inspections. Ensures that fire/safety equipment is operational. Ensures that all injuries that require medical attention are properly documented.• Supervises collection, verification, and recording of program information as directed.• Manages the accurate and timely completion reports, records, and inventories.	

- Responsible for all catering duties.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general duties and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

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