FOOD SERVICE SUPERVISOR JOB PROFILE

School Description
We are reinventing high school with the launch of Purdue Polytechnic High School in August 2017. Our Core Principles of Personalized Learning, Project-based Learning, Academic Progress, Career Pathways, and People guide all that we do. Student academic work is driven by projects, and instruction is based solely on the individual and collective needs of students. There are no pre-determined classes where students move in groups according to a master schedule. Rather, teachers work together to arrange time for student instruction based on who needs it, when they need it, and how they best receive it.

Mission
To create an environment of academic excellence characterized by industry-focused experiential learning; mentors who nurture, guide and trust; and students who develop a natural thirst to learn in preparation for their lifelong journeys.

Vision
To develop a new generation of skilled talent by seamlessly transitioning graduates from high school to college and high-tech, high-wage jobs.

Summary
Assumes total responsibility for managing all food service department functions in a satellite school operation serving packaged meals from the IPS Food Center. Insures customers receive breakfasts and lunches that have been cooked and served in an atmosphere of efficiency, cleanliness, cooperation, and friendliness while adhering to food safety, sanitation, and USDA meal accountability requirements. Practices standards of personal appearance and grooming as determined by foodservice policy.

Essential Duties and Responsibilities
1. Orders prepackaged meals and supplies from the Food Center and milk and juice products from the dairy per established schedules.
2. Counts all deliveries to verify accuracy and reports discrepancies.
3. Stores meals, milk, juice, and supplies in a sanitary, temperature appropriate, and secure manner always rotating products on a first-in, first-out inventory basis.

4. Perform the following tasks:
   a. Cooks prepackaged meals in batches following standardized instructions.
   b. Takes food temperatures and records readings on the appropriate forms.
   c. Organizes the meal service area in an attractive, efficient, and orderly arrangement per approved standards.
   d. Replenishes meals, utensil kits, milk, and juice during meal service.
   e. Counts number of meals remaining after each meal serving period.
   f. Cleans and sanitizes work areas and foodservice equipment.
   g. Cleans and sanitizes dining room table tops and chair or bench seats before meal service begins, between meal service periods, and after meal service ends.

5. Completes record of meals ordered, cooked, used, and leftover. Uses data to determine future orders.

6. Follows foodservice department standards for safe handling of leftover cooked and uncooked meals.

7. Orders forms and office supplies from the PPHS Administrative staff.

8. Insures equipment is maintained in a safe working condition. Checks temperatures regularly and reports malfunctions to staff in the PPHS Administrative staff.

9. Reports pest problems promptly to appropriate PPHS Administrative staff.

10. Conducts food, supply, and equipment inventories.

11. Trains and evaluates new foodservice assistants and substitute employees and completes the required documentation.

12. Completes biweekly payroll records and labor report forms.

13. Maintains labor costs by working appointed hours or less.

14. Practices approved standards of customer service—speaking and smiling to customers and answering or referring their questions.

15. Establishes cooperative working relationships with the principal, school staff, parents, visitors, and other foodservice department staff members.

16. Attends mandatory meetings and training sessions.

**Meal Count/Cash Accountability Duties**

1. Assists with the meal/textbook application process as directed from Meal/Textbook Applications Supervisor.

2. Maintains up-to-date roster of each student’s eligibility.

3. Accounts for students and adults who receive a breakfast, lunch, or other items at the point of sale using the approved method of counting or tabulation.

4. Insures students take menu components that constitute a reimbursable meal.

5. Keeps daily and monthly record of meals served to students and adults.

6. Conducts edit checks to verify accuracy of meal count information.

7. Receives payments for student, adult meals, and a la carte purchases.

8. Maintains detailed accurate records of student and adult account balances.
9. Collects debts and sends collection notices to parents as required.
10. Counts and prepares money for bank deposits.
11. Follows written procedures for completion and submission of daily, weekly, and monthly meal count and cash reports.
12. Cooperates with representatives from USDA, State Board of Accounts, Indiana Department of Education, and IPS Foodservice Administration who conduct periodic audits of meal counting and/or cash handling practices.

Qualifications

● High school diploma or general education (GED); one to three years related experience and/or training; or equivalent combination of education and experience. Previous food service, clerical, and supervisory experience desired.

● While performing the duties of this job, an individual must be able to perform the following activities without restrictions: handle food; handle detergents and other cleaning solutions; regularly lift and position materials weighing up to 40 pounds; sustain walking and standing on hard and sometimes slippery or uneven surfaces; occasionally push, pull, stoop and/or bend; exhibit manual dexterity; and move quickly and efficiently.

Additional Information

● Part-time position (Not to exceed 29 hours per week)

● Working days shall follow approved school calendar

● Purdue Polytechnic High School Indianapolis is an Equal Opportunity Employer.

● Purdue Polytechnic High School Indianapolis offers competitive compensation and benefits.