

## **Food Service Supervisor**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under direction of the Director of Food and Nutrition Services, the Food Service Supervisor has the primary responsibility for providing food service operations in an assigned geographical area with Howard County. This position will plan and coordinate the nutritional, educational, and financial operations for a very comprehensive and healthy program for Howard County Public School System. The Food Service Supervisor plays an integral role in ensuring quality services to the students by administering operations and food services administration, in addition to providing leadership and guidance to the Food and Nutrition Service Cafeteria Managers and Cafeteria Assistants. This position may perform the duties of the immediate supervisor in their temporary absence and may be required to work evenings and/or weekends for catering events. This is a supervisory position.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Supervises Area Field Representatives and Cafeteria Managers with the selection, assignment, scheduling, supervising, and evaluating staff.
- Ensures all records, policies, regulations, services, health, and safety factor procedures of the Howard County Public School System are being followed.
- Assigns staff to work locations, creates work schedules, and directs the work of employees performing food service duties.
- Evaluates employee performance through the review of completed work assignments and work techniques.
- Travels to school sites to monitor food product, storage, and distribution methods.
- Conducts assigned school site reviews to monitor staff utilization, sanitation and safety practices, data and financial record keeping, internal cash controls, operations methodologies, and conduct scheduled audits and inspections.
- Maintains and analyzes cash and production records, inventory variance and/or value reports.
- Conducts reviews of payroll records, staff evaluations, and manages other personnel related actions.
- Completes/approves requisitions to purchase food and non-food supplies, verifies delivery of all food supplies for quantity and quality, and supervises food storage and inventory control methods.
- Implements and maintains protocols to protect food, supplies, and equipment in school cafeterias.
- Maintains safety standards that comply with federal, state, and local regulations, and preventive safety measures.
- Ensures compliance with district, state and federal requirements and laws regarding nutrition, sanitation, and safety,
- Responsible for procurement and record-keeping.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
High school diploma or GED equivalent.	Six (6) years of experience as a supervisor or manager in a school or institutional food service organization.
Associate degree in food and nutrition, food service management, dietetics, nutrition education culinary arts, or business administration.	Four (4) years of experience as a supervisor or manager in a school or institutional food service organization.

**A combination of education and experience may be considered.**

**PREFERRED QUALIFICATIONS**

- Bachelor’s degree in food and nutrition, food service management, dietetics, nutrition education culinary arts, or business administration.
- Experience in PreK-12 and/or private school setting.

**CERTIFICATIONS**

- ServSafe Food Manager Certificate.

**LICENSURE**

- Possession of a Maryland Class C driver’s license and satisfactory driving record with 2 or less points on your record. Submission of a complete driving record will be required prior to employment.

**SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

**EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators (HCASA-NCS) employee bargaining unit. The current salary range for this position is on the Non-Certificated Supervisors salary scale, \$101,500 - \$136,507. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org).

#### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.