

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**Title: Cafeteria Supervisor**

**QUALIFICATIONS:**

- a. Background in cafeteria work required.
- b. High School diploma, or equivalent experience, required.
- c. Background in school lunch programming preferred but not required.

**REPORTS TO:**

- a. Business Manager

**SUPERVISES:**

Cafeteria/Cafeteria Employees

**JOB GOAL:**

Planning and directing a School Lunch Program that adheres to State/Federal Standards.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and directs the preparation and serving of all food.
2. Assumes responsibility for the security of food and supplies.
3. Supervises the storage & care of food & supplies.
4. Develops menus that comply with the requirements/standards of the National School Lunch Program.
5. Supervises & participates in the preparation/serving of food.
6. Oversees/participates in cleaning of kitchen & storage areas.
7. Assures that garbage is stored safely and properly.
8. Prepares and administers the departmental budget.
9. Purchases/maintains an inventory of foods/supplies/equipment.
10. Plans/supervises the preparation & serving of meals.
11. Provides the public with a weekly menu (through newspaper).
12. Standardizes (as much as possible) the portions served.
13. Assigns, directs, plans & supervises cafeteria employees.
14. Plans/supervises employee time records; assigns, directs & supervises the work of all cafeteria employees.
15. Plans work schedules/ and arranges for substitute employees.
16. Instructs new cafeteria workers in performance of their jobs.
17. Evaluates the performance of cafeteria employees.
18. Directs sanitation procedures.
19. Plans, directs, & supervises cleaning schedules for the dining area of the cafeteria.
20. Inspects the kitchen, cooking & mixing utensils, & employees for cleanliness & sanitary purposes. Inspects all school lunch facility areas.
21. Assumes responsibility for the workability of all equipment.
22. Maintains all necessary records on food supplies received and utilized.
23. Provides assistance & suggestions for the preparation and serving of government surplus foodstuffs.

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24. Recommends the purchase of new and replacement equipment.
25. Standardizes levels of cleanliness, health, and safety.
26. Checks all bills/purchase orders for accuracy prior to presenting them to the Business Manager.
27. Makes application for government surplus foodstuffs.
28. Plans disposition of government commodities as part of the ongoing food service.