



Florence School District Three

125 S. Blanding Street
P. O. Box 1389
Lake City, South Carolina

Posting: *Vacancy Announcement*

Position Title: Supervisor of Food Services

Start Date: No later than July 1, 2018; ***12 month Position***

Immediate Supervisor: Director of Facilities & Operations

Pay Scale Level: District Administrative Schedule- Supervisor Level

Minimum Qualifications/Requirements:

- Minimum of Bachelor's degree in food and nutrition or hotel/restaurant management, business administration or related field supplemented by six to nine years of related administrative experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position
- Knowledge of the use and maintenance of kitchen equipment, tools and supplies
- Strong interpersonal (verbal and written) communication skills
- Such alternative to the above qualifications as the Board may find appropriate and acceptable

Selected candidates must have the ability to:

- Ensures compliance with all policies, regulations and standards established by the State Department of Education, the USDA and the District.
- Supervises the cafeteria managers and support staff.
- Develops and maintains the departmental budget and monitors individual food service budgets and expenditures for compliance with budgetary allocations.
- Facilitates menu planning for meals served, ensuring adequate nutrition, the provision of menus for students with special needs and customer satisfaction.
- Assumes responsibility for establishing and maintaining effective communication, coordination and working relations with all stakeholders.
- Establishes an effective system for quality food production and services.

This job description is intended to serve as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual may be asked to perform while in this position or of all qualifications that may be required now or in the future.

Application Deadline:

Open until filled

**Please note that the deadline date is for the convenience of the District. We reserve the right to extend the deadline.*

Application Procedure:

All interested persons should submit an application online at www.applitrack.com/florence/onlineapp

Angelia Scott, Director of Human Resources
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Florence School District Three is an Equal Opportunity Employer