

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0417
Pay Grade: C06

FLSA: Exempt

SUPERVISOR, FOOD SERVICES
(FINANCIAL/SPECIAL PROJECTS)

MAJOR FUNCTION:

Performs supervisory work in planning, organizing, coordinating and monitoring finance/special projects and programs within of the Food Service Department.

DUTIES AND RESPONSIBILITIES:

- Develops, prepares and monitors the annual food service budget and related financial statements and records for all Food Service Programs.
- Prepares and evaluates the monthly profit & loss statements for the food service operation.
- Prepares "break-even point" statements for all schools operating in the "red;" trains managers to use them.
- Prepares revenue and participation reports for Food Service Field Specialist to use in staffing.
- Assists Systems Analyst (Food Service) with integrating SNAP accounting system into district MIS system.
- Oversees free & reduced-price meal application verification process.
- Supervises, evaluates, trains and delegates work to assigned staff.
- Coordinates staff development activities as needed.
- Assists director and other supervisors with other Food Service duties, as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Accounting or Business Administration, with major course work in Accounting, or a related field. Five (5) years of professional experience in general and contracted project accounting work in a large school system or comparable environment to include two (2) years experience as a supervisor in a related business function. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:

Master's degree in Institutional Finance, Accounting or Business Administration.

ISSUED: 5/94 PBL; BOARD APPROVED: 5/11/94; REVISED (PREFERRED BUSINESS & SPECIAL PROJECT) 10/96 PBL; REVISED: (MQ's & SCHOOL OPERATIONS) 10/96 PBL; BOARD APPROVED: 11/12/96; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; CONSOLIDATED TO ONE PCSB NUMBER; REVISED D&R: 7/04 AK; REVISED TITLES, D&R, MQ's: RAS; BOARD APPROVED: 7/30/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, FOOD SERVICES ((FINANCIAL/SPECIAL PROJECTS))

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Supervisor, Food Services (Finance/Special Projects) – ADM