

**ABERDEEN SCHOOL DISTRICT # 58**

The Supervisor shall be directly responsible to the Superintendent. She/He shall be responsible for the following:

1. Supervise the preparation of a well-balanced school food services program.
2. Keep accurate and complete records of all meals, types of menus, and all necessary information related to school food services.
3. Cooperate fully with Idaho State Department of Education and other governmental agencies in all matters related to school hot lunch food services programs.
4. Collect all monies derived from the school lunch project food services programs and maintain a complete and accurate accounting of all such monies.
5. Make a monthly report on all aspects of the Department of School Lunch food services programs to the Superintendent, and the State Department of Education.
6. Employ and supervise, all employees of the school lunch food services program according to the salary guide approved by the Board of Trustees.
7. Confer with the principal of each school regarding lunch room problems.
8. Be responsible for purchase of all food products.
9. Supervise the Summer School food program.
10. Other duties as assigned by the superintendent.

□ □ □ □ □ □

**ADOPTED:** January 27, 2000

