IRVINE UNIFIED SCHOOL DISTRICT

SUPERVISOR- NUTRITION SERVICE

DEFINITION:

Under the supervision of the Director – Nutrition Service or other assigned staff, plans, organizes and supervises staff operations at an assigned high school or the Central Kitchen; works collaboratively with other Nutrition Service staff to prepare, serve and sell meals and other food products at assigned ~~school~~ site.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinates activities to assure staff understanding of food service procedures, specifications and standards.
- Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
- Supervises and trains food service workers in the preparation and service of meals, a la carte items and catering orders.
- Develops employee schedules, assigns employee duties and review work for compliance with established standards; recommends staff and hours required.
- Estimates and determines quantities of foods to be prepared daily; orders food and supplies and checks or insures their proper receipt and storage.
- Assures that foods are appetizingly prepared and served.
- Assists with district catering functions as required.
- Plans meals and menus in accordance with State and federal guidelines, rules and regulations.
- Oversees and assists food service personnel and demonstrates proper methods, procedures and safety practices.
- Reviews performance with each employee including probationary period and possible disciplinary actions.
- Operates an electronic point of sale system; assures accuracy of student accounts and makes corrections as necessary and in accordance with established policies and procedures.
- Follows standard District menus and food service methods.
- Performs cooking and/or baking duties as needed.
- Recommends improved food service procedures.
- Oversees maintaining proper care of equipment and sanitation of the kitchen.
- Oversees cleanup of general work area.
- Prepares required daily and monthly reports; assures proper record keeping and inventory controls of food and supplies.
- Operates a variety of office equipment including a computer and assigned software; utilize applicable food service equipment; drives a vehicle to conduct work.
- Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.
- Communicates effectively with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Attends meetings, conferences and in-service trainings.
- Prepare and maintain a variety of records and reports pertaining to inventory, personnel, sales, meals served, monies collected, bank deposits, work schedules and production sheets on a daily basis.
- Performs other related food service work as required or assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures governing child nutrition programs.
- Proper methods of cooking, baking, preparing and serving foods in quantity.
- Appetizing food preparation and serving.
- Basic arithmetic calculations.

- Proper safe food handling procedures.
- Methods of assigning duties efficiently.
- Operation of standard, large kitchen equipment.
- Organization and scheduling of work.
- Record keeping, inventory and reporting procedures.
- Current Federal and State regulations governing Child Nutrition Programs and food served or sold in schools.
- School district objectives and organization.
- Standard kitchen equipment, utensils and measurements.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Health and safety regulations.

Ability to:

- Count, add, subtract, multiply, divide, and make change quickly and accurately.
- Supervise the preparation and serving of food in large quantities.
- Train, supervise and evaluate the performance of assigned staff.
- Estimate and requisition proper amounts of foods and cafeteria supplies.
- Inspect goods received ensuring accuracy of quantity and quality.
- Maintain proper schedules.
- Devise efficient procedures for preparing and serving foods.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Work efficiently during rush conditions.
- Oversee and participate in the preparation and maintenance of records and reports.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and deadlines.
- Plan and organize work.
- Prepare records and reports related to assigned activities including statistical and narrative reports.
- Make arithmetic calculations rapidly and accurately.
- Operate a variety of office equipment, a computer and assigned software.
- Use the computer to communicate with staff, access information, and place orders.
- Follow and assure compliance with health and sanitation requirements.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in food management, dietetics, supervision or related field and three years increasingly responsible food service experience, including some experience in a lead role.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.
- Hold and maintain current ServSafe Food Manager certificate or equivalent (California Retail Food Code).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard and food service equipment
- Seeing to read a variety of materials and monitor food quality and quantity.
- The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50

pounds.

- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling, or crouching.

WORK ENVIRONMENT:

Indoor/food service environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cold due to refrigerators and freezers.
- Exposure to cleaning chemicals and fumes.

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