

## SUPERVISOR-NUTRITION SERVICE OPERATIONS

### DEFINITION:

Under the supervision of the Director-Nutrition Service, plans, organizes and supervises the operations of school sites or manages the operations of the Central Kitchen Nutrition Service and assists school site personnel in meeting the goals of child nutrition programs operated by the District.

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

- Organizes and directs the activities and operations of school sites or Central Kitchen Nutrition Service; participates in the development and implementation of departmental policies and procedures.
- Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
- Develops employee schedules, assigns employee duties and reviews work for compliance with established standards.
- Travels to school sites to assure proper implementation of District child nutrition guidelines, rules, regulations, policies and procedures; assures quality of food products and supplies and efficiency of operations; drives a vehicle to conduct work.
- Trains Nutrition Service workers in proper food handling, safety, sanitation, food preparation, and the use and maintenance of assigned equipment.
- Oversees and participates in the preparation and maintenance of a variety of narrative and statistical records and reports related to Nutrition Service operations, personnel, requisitions, purchases, transfers, inventory and assigned activities.
- Coordinates activities to assure staff understanding of Nutrition Service procedures, specifications and standards.
- Oversees and assists food service personnel and demonstrates proper methods, procedures and safety practices.
- Estimates and determines quantities of food needed daily to meet meal pattern requirements, a la carte sales and catering orders.
- Assists with planning menus and incorporating new menu items.
- Orders and schedules deliveries of food and supplies for the Central Kitchen.
- Works with site personnel to assure proper ordering for sites.
- Works with vendors to obtain product information and price quotes. Insures proper receipt and storage of food and supplies.
- Participates in food preparation, cooking and baking as needed.
- Assists with preparation and serving of food for district catering functions.
- Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.
- Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Operates standard office equipment including a computer and assigned software; utilizes and adjusts applicable food service equipment.
- Attends and conducts a variety of meetings as assigned; develops, implements and conducts employee training sessions.
- Performs other related food service work as required or assigned.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Proper methods of preparing, holding and serving foods in quantity.
- Operation of commercial food service equipment.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures governing child nutrition programs.
- Organization and direction of Nutrition Service operations and activities.

## **Supervisor- Nutrition Services Operations**

- Nutrition, nutrient analysis and menu planning.
- Displaying and serving food attractively.
- Purchasing and bid procedures.
- Scheduling and warehousing of deliveries.
- Health and safety regulations.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Current Federal and State Regulations governing Child Nutrition Programs and food served or sold in schools.

### **Ability to:**

- Participate in the planning, coordination and direction of the District-wide Nutrition Service program.
- Train, supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- 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, including a computer and assigned software.
- Uses the computer to communicate with sites and access information.
- Maintain cooperative relationships with those contacted in the course of work.

### **EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in food service management, nutrition, culinary arts or related field and five years increasingly responsible food service experience, including some experience in a Supervisory 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.

- 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.

### **WORK ENVIRONMENT:**

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.

## **Supervisor- Nutrition Services Operations**

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

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