

SUPERVISOR-NUTRITIONIST

DEFINITION:

Under the supervision of the Director-Nutrition Service, plans, organizes, coordinates, supervises and participates in Nutrition Service operations and activities for the department and assigned school sites; assists in assuring Nutrition Service activities adhere to established food laws; supervises, trains and provides work direction to assigned personnel; plans menus according to established procedures.

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

- Plans, organizes, controls and directs activities related to nutrition education and training of students, parents and District employees; assures adherence to established federal, State and local nutrition and food safety guidance and laws.
- Supervises, provides work direction and training to and evaluates the performance of assigned personnel; recommends new hires, promotions, transfers, reassignment, termination and disciplinary actions.
- Assists Director with developing, recommending and implementing new and revised policies, rules, regulations and procedures for the department.
- Participates in various Nutrition Service site duties including cashiering, assisting with food preparation, performing inventory and completing required production sheets.
- Plans K-12 menus utilizing assigned software; develops and reviews recipes according to established guidelines and procedures; assures menus meet established State and federal guidelines regarding nutritional quality and quantity.
- Implement special diets as needed and collaborates with students, parents and personnel regarding food allergies and other nutritional needs.
- Prepares and reviews various manuals, records and reports related to assigned duties.
- Assists the Director with budgetary and financial duties related to Nutrition Services as assigned; plans menus and a la carte purchases in accordance with established budgetary guidelines and goals; develops proposals for Federal and State nutrition grant funding according to established procedures.
- Meets with outside vendors regarding new food and product items as needed.
- Implement the management of HACCP procedures.
- Attends and participates a variety of meetings and conferences as directed; represents the District at seminars, workshops and conferences; maintains current knowledge of nutritional requirements, legal codes and related requirements.
- Communicates with other administrators, personnel, parents and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operates a variety of office equipment including a computer and assigned software; operates various food preparation and kitchen equipment as assigned; drives a vehicle to conduct work.
- Collaborates with college nutrition students and intern programs as a preceptor site.
- Performs other related food service work as required or assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles and practices of supervision and training.
- Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions recipe development, catering and menu planning.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures regarding child nutrition programs.
- Commodities and USDA foods.
- District organization, operations, policies and objectives.
- Inventory practices and procedures including storage and rotation of perishable food.
- Sanitation and safety practices related to cooking and serving food.

- Proper methods of food handling.
- Principles of nutrition and menu planning.
- Kitchen equipment and utensils used in large scale nutrition programs.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Assure compliance with District, State and federal requirements regarding nutrition, sanitation, safety and record-keeping.
- Maintain current knowledge of laws, rules and regulations related to assigned activities.
- Supervise and evaluate the performance of assigned personnel.
- Train and provide work direction to others
- Plan, organize and control the department budget development and monitoring process.
- Communicate effectively both orally and in writing.
- Perform inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies.
- Plan, organize and conduct in-service trainings and staff orientation programs including topics such as sanitation, safety, nutrition education and menu planning.
- Interpret, apply and explain rules, laws, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- 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 various records and reports.
- Observe health and safety regulations.

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in nutrition, food science, food production, public health or a related field and three years increasingly responsible experience in quantity food preparation, cooking and serving including experience in a lead or supervisory capacity in a school district or large commercial operation.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License.
- Hold and maintain current ServSafe Food Manager certificate or equivalent (California Retail Food Code).
- Active status as a Registered Dietitian Nutritionist.
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Directors per the USDA Guide to Professional Standards for School Nutritional Programs.
- Graduate level studies in Nutritional Science or Business Management is highly desirable.

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.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard and food service equipment.
- Lifting, carrying, pushing or pulling light objects up to 25 pounds.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity and read a variety of materials
- Driving a vehicle to conduct work

WORK ENVIRONMENT:

Indoor office/food service work 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. Hazards include:

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

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