

## NUTRITION SERVICES SUPERVISOR

### DEFINITION

Under general supervision of the Nutrition Services Director, assists in planning, organizing, coordinating and supervising the operations of the District's nutrition services program; reviews, monitors and evaluates nutrition services equipment, facilities, school sites and other food service locations for cleanliness, sanitation and safety; reviews, audits and evaluates the performance of nutrition services personnel; performs other related duties as required and assigned.

### ESSENTIAL DUTIES

- plans, organizes, schedules, monitors and supervises delivery, receipt, storage and service of food at school and other District locations
- monitors the distribution process of service items to ensure that the items meet high quality control and portion control standards; prepares and analyses menus for nutritional content
- assists other nutrition services personnel in resolving unusual or unforeseen problems
- plans, organizes and conducts workshops and in-service presentations for food service, sanitation, safety, point of sale and other related topics
- trains nutrition services personnel in the proper methods of preparation, packaging, delivery, receipt and storage of food service items
- supervises and coordinates cleaning and maintenance of nutrition services equipment and facilities to ensure that standards of cleanliness, safety and sanitation are met
- determines foodstuffs, supplies and materials requirements; requests and maintain appropriate inventories
- maintains a variety of records which include cash and operation/production records, equipment service and maintenance schedules, personnel-related and other records
- may assist in scheduling substitute nutrition service workers
- prepares operation and production reports, personnel time reports and other related reports as necessary
- monitors, observes, reviews and evaluates the performance of nutrition services personnel
- analyses financial, labor and sales reports and other statistical data as they relate to the nutrition services program

### QUALIFICATIONS

**Knowledge of:** Modern methods, procedures, techniques and terminology used in the preparation, cooking, baking, presentation and serving of large quantities of foods and baked goods; basic requirements of the National School Breakfast and Lunch programs; methods, techniques and strategies of organization, supervision and employee training and evaluation; work safety practices and procedures.

**Ability to:** Effectively and efficiently receive, store, prepare, package, deliver and serve large quantities of foods and baked goods, operate a variety of equipment utilized in a food processing and serving facility; organize, schedule, coordinate and supervise the work of others; analyze and determine foodstuffs, supplies and materials requirements; demonstrate and instruct others in proper and appropriate food preparation, packaging and service methods and techniques; maintain various nutrition services-related records and files; prepare clear and

concise reports; understand and carry out oral and written directions; establish and maintain cooperative working relationships among culturally and ethnically diverse groups, which may include parents, students, employees, coworkers, teachers and various District site administrators.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently lift, carry, push, pull, or otherwise move objects weighting up to 50 pounds
- may sit or stand for extended periods of time
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be able to provide oral information, both in person and over the telephone/other communication devices
- must possess the manual dexterity to operate business-related equipment and to handle and work with various to handle and work with various materials and objects
- must be capable of bending at the waist, kneeling, reaching above shoulder level and bending the arms at the elbow and wrist

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Four years of supervisory experience in food service management, including responsibility for organizing and training personnel, financial controls, food purchasing, menu planning and the servicing of foods in a school district, public institution or large commercial establishment.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or course work in food preparation, safety, sanitation, or other related areas; Associate's degree is preferred; registered dietician desired.

**Licenses, Certificates and Conditions of Employment:** An approved and accredited food safety certificate is required within the first 60 days of employment and must be renewed every five years; a negative tuberculosis skin test or chest x-ray is required; verification of a valid California Motor Vehicle Operator's License; insurability by the District's liability insurance carrier may be required.