



Food and Nutrition Services Operations Supervisor

JOB SUMMARY:

Under general supervision of the Director of Food and Nutrition Services and in collaboration with the Central Kitchen Supervisor, the Food and Nutrition Services Operations Supervisor manages, coordinates and inspects the daily activities at the school sites to ensure proper preparation and production of food to be sold and served to the students, staff and those pursuant to Education Code 38082 during meal service periods; Assures compliance with quality control in serving kitchens; Supervises and evaluates the performance of the Food and Nutrition Services staff at school sites; coordinates activities in preparation for United States Department of Agriculture (USDA)/State of California Administrative Review audits; assists the Director of Food and Nutrition Services in the overall management of the Department; performs other related duties as assigned.

CLASS CHARACTERISTICS:

The incumbent is responsible for establishing and monitoring daily production schedules and providing work direction to assigned staff to meet predetermined food completion and quantity levels.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Assist the Director of Food and Nutrition Services and Central Kitchen Supervisor in the planning, organizing, and coordinating activities of the district's central kitchen;
- Report all job-related concerns to the Director of Food and Nutrition Services;
- Operate a personal computer, email applications and applicable software, including food service specific software;
- Reinforce training techniques for lead and food service personnel including computerized point of sale (POS) equipment;
- Assume responsibility for the Food and Nutrition Services program in the absence of the Food and Nutrition Services Director;
- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel;
- Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel;
- Attend required trainings in compliance with Professional Standard as determined by the USDA;
- Provide nutritional guidance to students, parents and staff members, promote public health and nutritional education;
- Collaborate with the District's communications office to promote nutrition services;

- Assure that quality control standards in kitchens are maintained and are in compliance with nutritional standards;
- Distribute, track and maintain databases related to employee attendance, leave and hours worked, and other food and nutrition services related information;
- Drive to and visit all school food service operations to observe methods, practices, and procedures to assure compliance with laws, regulations, and policies;
- Evaluate work performance, supervise and counsel lead and food service workers at assigned sites;
- Establish and maintain effective relationships with teachers, administrators, staff, and vendors;
- Participate in the implementation of new and revised government standards and regulations, district policies, and guidelines for special nutritional programs, including developing and updating related spreadsheets;
- Assist the director in the daily placement of substitutes as needed to ensure coverage of sites and services.

Other Related Duties:

- Taste foods to ensure freshness and palatability;
- Assist in planning and organizing special events as necessary;
- May serve and collect monies for food purchased.

SUPERVISION:

General supervision is received from the Director of Food and Nutrition Services. Provides daily leadership and/or guidance and direction to assigned Food and Nutrition Services staff. Supervises and evaluates the performance of the Food and Nutrition Service staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation, care, and maintenance of kitchen equipment and utensils;
- Current law and regulations relative to National School Lunch Program, School Breakfast Program, Afterschool Snack and Child and Adult Care Food Program (CACFP) Supper Programs, and Summer Meal Programs;
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- Meal program requirements; basic nutritional standards;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene;
- Principles of leadership, training, and providing work direction to others.

Ability to:

- Effectively organize, coordinate, schedule and operate a large, efficient and cost-effective food program;
- Lead and provide direction/training on methods and procedures to Food and Nutrition Services

staff;

- Plan and organize work efficiently to ensure effective operations and meet schedules and time lines;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;
- Operate a personal computer, email, internet computer applications, and applicable Food Service point of sale (POS) and related software;
- Operate a motor vehicle in a safe manner;
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- Completion of college level coursework in dietetics, institutional food management, quantity food preparation, food and nutrition or closely related area is desirable.

Experience:

- Three (3) years of supervisory or lead experience in a school food service program or in a large institutional food service operation is required.
- Experience in preparing food for, and coordinating catered events is highly desirable.
- Experience and training in an operation under the National School Lunch Program is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- Possession of a valid Food Safety Manager Certificate is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:

The job operates in an office setting and kitchen environments, sitting, typing, standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses kitchen equipment including hot ovens, refrigerator and freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens,

refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm’s reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range M51

Classified Management Salary Schedule

New classification approved by Personnel Commission 12/9/21