

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SUPERVISOR, CHILD NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Director, Child Nutrition Services, plans, organizes and supervises staff operations at the District's nutrition services department; prepares, serves and sells meals and other food products; coordinates personnel, resources, fiscal activities and information to assure smooth and efficient food service activities; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists the Director in overseeing the preparation, cooking, serving and transportation of food and beverage items including reimbursable meals, and a la carte operations; establishes and maintains school site food service timelines and priorities; assures food service activities comply with established laws, codes, regulations, policies, standards and procedures; assumes the responsibilities of the Director in his/her absence.

Assists the Director in the development and implementation of menu plans; assures quality meal service, meeting projected meal requirements, and minimizing waste.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Conducts site inspections and visitations; verifies delivery of food and supplies; assures the departmental standards of safety and sanitation are met.

Confers with administrators and personnel regarding cafeteria needs, conditions and menu changes; maintain established food quality standards related to taste, appearance and good nutrition; maintains federal and state standards; assures proper storage and rotation of food service items.

Coordinates activities to assure staff understanding of food service procedures, specifications and standards; monitors production and service functions daily

Coordinates and inspects the food and/or supply deliveries; verifies quantity and specifications of orders and/or complying with mandated health requirements.

Coordinates with the sites in the ordering of food, equipment and supplies; maintains an adequate inventory to complete jobs efficiently within budget guidelines.

Develops employee schedules, assigns employee duties and review work for compliance with established standards; recommends staff and hours required.

Develops, implements and conducts employee training sessions.

Estimates and determines quantities of foods to be prepared daily; orders food and supplies and checks or insures their proper receipt and storage.

Implements food services policies and departmental procedures to assure compliance with the School Breakfast, National School Lunch Program and the Child and Adult Food Program including Free and Reduced-Price Application processes.

Operates standard office equipment including a computer and assigned software; utilize applicable food service equipment.

Plans meals and menus in accordance with State and federal guidelines, rules and regulations.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Provides computer, Point of Sale support to all sites and assists in problem solving and maintaining all computer systems.

Responds to inquiries of students, parents, staff and the public; provides information and/or direction regarding available manual plans.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures governing child nutrition programs.
Applicable laws, codes, regulations, policies and procedures.
Basic mathematical calculations.
Food service quality, portion control and appearance standards related to food items.
Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Methods of adjusting and extending recipes and proper substitutions.
Methods of preparing, cooking and serving foods in large quantities.
Operation of a computer and assigned software.
Oral and written communication skills.
Organization and direction of food service operations and activities.
Principles and practices of supervision and training.
Proper methods of cooking, baking, preparing and serving foods in quantity.
Proper methods of storing equipment, materials and supplies.
Record-keeping and report preparation techniques.
Sanitation and safety practices related to preparing, handling, cooking and serving food.
Standard kitchen equipment, utensils and measurements.

ABILITY TO:

Add, subtract, multiply and divide quickly and accurately.
Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
Communicate effectively both orally and in writing.
Coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.
Coordinate personnel, resources, fiscal activities and information to assure smooth and efficient food service activities.
Establish and maintain cooperative and effective working relationships with others.
Estimate and requisition proper amounts of foods and cafeteria supplies.
Estimate food quantities and requisition proper amounts for economical food service.
Follow and assure compliance with health and sanitation requirements.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and timelines.
Operate a computer and assigned office equipment.
Organize and direct food service operations and activities at an assigned school site.
Oversee and participate in the preparation and maintenance of records and reports.
Plan and organize work.
Supervise the preparation and serving of food in large quantities.
Train, supervise and evaluate the performance of assigned staff.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by two years of college-level coursework in nutrition, or related field and three years commercial and/or school cooking experience, including two years of supervisory or lead experience.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid California Class C Driver's License and evidence of insurability.
Food Handler's Permit.
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.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials and monitor food quality and quantity.
Standing for extended periods of time.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.
Heat from ovens.
Traffic Hazards.
Working around knives, slicers or other sharp objects.

FLSA Status

Non Exempt

Approval Date

5/19/14, 09/28/17