



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

SUPERVISOR, CHILD NUTRITION SERVICES – NUTRITION AND DIETETICS

JOB FAMILY: Supervisor

FLSA: Exempt

SALARY SCHEDULE: Classified Supervisory and Manager

PURPOSE STATEMENT:

Under the direction of the Director, Child Nutrition Services, this position 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 ensure smooth and efficient food service activities; trains and evaluates the performance of assigned personnel.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. 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; ensures food service activities comply with established laws, codes, regulations, policies, standards, and procedures; and assumes the responsibilities of the Director in his/her absence.
2. Assists the Director in the development and implementation of menu plans; ensures quality meal services, meets projected meal requirements; and minimizes waste.
3. Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
4. Conducts site inspections and visitations; verifies delivery of food and supplies; ensures departmental standards of safety and sanitation are met.
5. Confers with administrators and personnel regarding cafeteria needs, conditions, and menu changes; maintains established food quality standards related to taste, appearance, and good nutrition; maintains federal and state standards; and ensures proper storage and rotation of food service items.
6. Coordinates activities to ensure staff understanding of food service procedures, specifications, and standards; monitors production and service functions daily.
7. Coordinates and communicates with parents and district staff concerning food substitutions for students with special dietary needs.
8. Coordinates and inspects food and/or supply deliveries; verifies quantities and specifications of orders; and/or complies with mandated health requirements.
9. Coordinates with the sites in the ordering of food, equipment, and supplies; maintains an adequate inventory to complete jobs efficiently within budget guidelines.
10. Develops employees' schedules, assigns employees' duties, and reviews work for compliance with established standards; recommends staffing and hours required.
11. Develops, implements, and conducts employees' training sessions.
12. Develops special diets for children with special dietary needs, updates menu offerings to help students

manage their individual diets.

13. Estimates and determines quantities of food to be prepared daily; orders food and supplies and checks or ensures their proper receipt and storage.
14. Implements food services policies and departmental procedures to ensure compliance with the School Breakfast Program, National School Lunch Program and the Child and Adult Care Food Program including free and reduced-price meal application.
15. Operates standard office equipment, including a computer and assigned software; utilizes applicable food service equipment.
16. Plans, coordinates, and implements nutrition education training for staff; coordinates events and activities that market health and wellness
17. Plans meals and menus in accordance with state and federal guidelines, rules, and regulations.
18. Prepares and maintains a variety of reports, records, and files related to personnel and assigned activities.
19. Provides computer, point of sale support to all sites and assists in problem solving and maintaining all computer systems.
20. Responds to inquiries from students, parents, staff, and the public; provides information and/or direction regarding available meal plans.
21. Serves as a technical resource concerning nutrition related matters.
22. Trains, supervises, and evaluates the performance of assigned staff; interviews and selects employees; and recommends transfers, reassignments, terminations, and disciplinary actions.

OTHER DUTIES:

1. Attends and participates in meetings, in-service training, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

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

Skills and Abilities 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 in both oral and written form
- 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 ensure compliance with health and sanitation requirements
- Interpret, apply, and explain rules, regulations, policies, and procedures
- 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 to meet schedules and timelines
- Supervise the preparation and serving of food in large quantities
- Train, supervise, and evaluate the performance of assigned staff
- Work independently with little direction

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

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 performing nutritional analysis and menu planning and two years of related supervisory or lead experience.

LICENSE(S) REQUIRED:

- Valid California Class C Driver's License and evidence of insurability
- ServSafe Manager or Food Safety Manager certification or similar
- 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.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Food service environment including office spaces and working production kitchens
- Subject to heat from ovens and cold from walk-in freezers and refrigerators
- Dexterity of hands and fingers to operate a computer keyboard and food service equipment
- 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
- Exposure to cleaning chemicals and fumes
- Exposure to very hot foods, equipment including with moving parts, metal objects, and knives, slicers, or other sharp food preparation tools
- Traffic Hazards