

NUTRITION SERVICES SUPERVISOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, a Nutrition Services Supervisor oversees all daily operations of nutrition services at a school site(s) according to department standards and government mandates; supervises nutrition services staff at a school kitchen(s) to ensure duties are performed in a safe and efficient manner; ensures availability of quantities of items; completes forms, prepares reports, and communicates orally and in writing to convey information.

DISTINGUISHING CHARACTERISTICS

The job of Nutrition Services Supervisor is distinguished from Nutrition Services Coordinator in that the Nutrition Services Supervisor oversees food service at an assigned school kitchen(s) rather than the district central kitchen. The Nutrition Services Coordinator performs duties that are in addition to those of a Nutrition Services Supervisor including: assists the Nutrition Services Director as needed; develops and tests new menu items; coordinates the commodity selection, ordering, and distribution process; oversees the transport of food items and supplies from the central kitchen to site kitchens; and oversees the collection and pickup of bank deposits.

ESSENTIAL JOB FUNCTIONS

- Provides daily supervision and direction by guiding, training, and coaching assigned staff to achieve performance standards/goals, maintain a positive work environment and ensure tasks are completed according to specified standards, mandates and timelines.
- Assists the Director or designee in setting specific performance goals and expectations for assigned staff and provides input on evaluations; follows up with staff on a regular basis to monitor progress and provide feedback.
- Identifies areas for staff development; provides input to Director regarding staff development opportunities.
- Coordinates site nutrition services staff schedules (e.g., special events, food fairs, meetings) to ensure that food is properly prepared, deliveries from outside vendors are received at the site, and that site nutrition services processes comply with department, district, State and Federal regulations.
- Serves on interview panels; provides input on selections to assist management with personnel functions.
- Manages school kitchen operations to provide safe and efficient nutrition services at an assigned site(s) in compliance with department, district, State and Federal requirements.
- Provides and promotes healthy nutrition education to students, staff, parents and nutrition services personnel to promote positive eating habits; promotes the services offered through the nutrition services department.
- Inspects food and/or supplies to verify quantity, quality, and accuracy of orders and/or comply with mandated department, district, State and Federal requirements.
- Conducts inventory and monitors food, condiment and supply stocking and inventory maintenance processes to ensure availability of items.
- Procures necessary utensils and supplies, by following departmental standard operating procedures, to maintain an adequate inventory to complete jobs efficiently within budgetary guidelines.

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- Oversees the maintenance of a school kitchen facility and related equipment and troubleshoots equipment problems as necessary to ensure effective, clean and sanitary conditions.
- Supervises the preparation, cooking and serving of food and beverage items at a school kitchen to meet mandated nutritional requirements and projected meal requirements. Communicates regularly with program, site and District administration and staff, parents, vendors and others using courtesy, diplomacy and tact to ensure information is appropriately conveyed.
- Collaborates with a broad diversity of individuals and groups in a wide variety of circumstances to maintain positive, professional relationships with those contacted in the course of work.
- Performs functions of other positions within the area of responsibility to provide overall coverage of nutrition services operations.
- Prepares documentation (e.g., daily cash reports, inventory reports, control reports) to provide written support and/or convey information.
- Supervises the reconciliation of transactions and bank deposits to balance accounts and adhere to accounting practices.
- Oversees and participates in receiving and reconciling prepay and daily meal payments to maintain effective and accurate accounting practices.
- Receives and reviews free and reduced meal applications and answers related questions to ensure effective and efficient processing of the free and reduced meal applications.
- Collaborates with the Nutrition Services Coordinator or designated district meal planner to provide input on menu items and communicate delivery needs for the purpose of meeting nutritional mandates and service needs.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

There is a potential need to upgrade knowledge and abilities in order to meet changing job conditions.

KNOWLEDGE OF:

- Basic math including fractions, percentages, and ratios.
- Processes, practices, laws, and regulations related to food service and safety.

ABILITY TO:

- Supervise, provide direction to and coach assigned staff.
- Oversee the operations of Nutrition Services at assigned school site(s).
- Schedule activities, meetings, and events.
- Read a variety of manuals and recipes.
- Prepare documents following prescribed formats.
- Present information to others.
- Administer personnel policies and practices.
- Apply pertinent codes, policies, regulations and laws.
- Communicate with courtesy, diplomacy and tact with all those contacted in the course of work.

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- Operate equipment used in self-contained kitchens.
- Operate standard office equipment including utilizing pertinent databases, web-based application and software applications such as Excel and Word.
- Perform standard bookkeeping/accounting procedures.
- Plan and manage projects.
- Prepare and maintain accurate records.
- Gather, collate, and classify data.
- Work collaboratively with a broad diversity of individuals and groups in a wide variety of circumstances.
- Problem solve by analyzing issues and creating action plans requiring independent interpretation of guidelines; problem solving with equipment is significant.
- Exercise appropriate judgment when making decisions.
- Adhere to safety practices.
- Complete tasks thoroughly, accurately and with attention to detail.
- Plan, prioritize and organize work to meet deadlines and schedules.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)
Seldom/Occasionally	power/firm grasping
Occasionally	reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending
Occasionally/Frequently	sitting, handling/simple grasping, twisting back
Frequently	lifting up to 10 pounds overhead/shoulder (bags of food, large pans of

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Frequently/Continuously hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reaching below shoulder pushing and pulling

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.

EXPERIENCE

Two years of job-related experience with increasing levels of responsibility is required.

EDUCATION

College-level coursework and/or vocational education in the food-related industry may be substituted for a portion of the experience requirement.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSING AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver license
- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

FLSA STATUS

Nonexempt

SALARY RANGE

Supervisory, Range 4