

NUTRITION SERVICES OPERATIONS SUPERVISOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, the Nutrition Services Operations Supervisor plans, organizes, and assists in the supervision of the District's food and nutrition program; implements, coordinates and monitors operations and program delivery; oversees and monitors kitchen procedures; trains and provides work direction and in-service programs for Nutrition Services staff; supervises and evaluates performance of assigned personnel.

REPRESENTATIVE DUTIES

The position description describes the general nature of the work performed.

ESSENTIAL JOB FUNCTIONS

- Supervises and evaluates Nutrition Services staff District-wide.
- Ensures compliance with applicable federal, state, and local laws, codes, ordinances, regulations, and District policies and procedures, including regular visits to school sites to monitor and enforce compliance in sanitation, safety, nutritional standards and program standards of the National School Lunch/Breakfast programs.
- Collaborates with site administrators to ensure smooth communications relative to the identification of site Nutrition Services needs and the implementation of resulting assigned tasks.
- Analyzes information and provides input to the Director regarding workloads, staffing, scheduling, equipment needs, storage, food costs, participation and other nutrition service operations.
- Assists the Director with the development of menus, ensuring that menus meet governmental nutrition standards and are well-received by participants.
- Receives, compiles, and analyzes production sheets from schools; reconciles meals served with food used; supervises and participates in inventories to ensure efficient utilization of inventory.
- Prepares and/or reviews a wide variety of records and reports such as vendor invoices, food supply orders, production, sales, distribution, requisitions, menus, personnel records, catering and delivery schedules.
- Assists the Director with annual bids, quotes, writing policy and procedures materials for compliance review and efficient operations.
- Makes suggestions and recommendations to improve efficiency, streamline work methods, ensure compliance, and resolve operational problems.
- Collaborates with the Director of Nutrition Services on ideas and special projects to encourage student participation in the school nutrition service meal programs.
- Assists in the coordination of catering services.
- Performs the duties of a Nutrition Services Supervisor, Nutrition Services Assistant I, II, III, or Production Assistant as needed.
- Arranges for substitute nutrition service personnel as needed.
- Participates in the development and implementation of long and short range plans, programs, policies, and procedures to ensure that the district's resources are effectively utilized and required mandates are met; recommends policies, procedures, and/or actions as appropriate.
- Assists in the management of safety programs and practices including Hazard Analysis and Critical Control Point (HACCP) Food Safety System.
- Serves as the district's ServeSafe instructor; ensures that required food handler cards and related training remain current for all staff members.

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- Participates in and/or leads a variety of trainings and in-service presentations, meetings, and trainings to convey and/or gather information to ensure nutrition services staff achieve required annual professional standards training requirements.
- Participates in the selection and scheduling of staff.
- Monitors budgets and staffing levels of site kitchens, makes recommendations to improve efficiencies and maintain appropriate costs.
- Prepares a wide variety of documents such as: reports, inventories, and tally sheets to track and provide necessary information to state/federal agencies and district personnel. Maintains up-to-date files including state and United States Department of Agriculture (USDA) administrative requirements.
- Orders food items, materials, equipment, and supplies to maintain inventory and ensure availability of required items at food service sites.
- Promotes and markets the nutrition services program to increase student participation and sales; provides and promotes healthy nutrition education to students, staff, parents and nutrition services staff to promote positive eating habits; develops and implements methods to survey student interest to assist in determining menu options.
- Provides site-level supervision as needed.
- Assists nutrition services staff members to support them in the completion of their work activities.
- 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 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 district-wide operations of Nutrition Services.
- Schedule activities, meetings, and events.
- Read a variety of handbooks, 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.
- Operate equipment used in self-contained kitchens.

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- Operate standard office equipment including utilizing pertinent databases, web-based applications and software applications such as Excel and Word.
- Perform standard bookkeeping/accounting procedures; prepare budget and financial plans.
- 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.

EDUCATION AND EXPERIENCE

Minimum screening qualifications can be met in either of the following ways:

- A Bachelor's degree with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field
- OR**
- Two years of experience leading or supervising the work of others in the planning, preparing and serving of a large-quantity food service/kitchen program.

Experience in a school nutrition program is preferred.

DISTINGUISHING CHARACTERISTICS

The Nutrition Services Operations Supervisor has responsibility for district-wide nutrition services operations and provides support to the Director with supervision, training, program development, goal setting, and process improvement.

Differentiation between the Nutrition Services Operations Supervisor and the position above and below is as follows:

The Nutrition Program Supervisor/Registered Dietitian serves as the technical expert for nutritional analysis and coordinates the development and implementation of menus, special needs diets and catering services. Incumbents must possess a bachelor's degree in nutrition, dietetics or a related field and have a current certification as a registered dietitian.

The Nutrition Services Supervisor oversees kitchen operations and supervises assigned staff at a designated school site(s).

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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.

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

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ENVIRONMENTAL CONDITIONS

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

FLSA STATUS

Nonexempt

SALARY RANGE

Supervisory, Range 11