



Position: Supervisor, Nutrition Services Operations

Department: Nutrition Services

Reports To: Director I, Food Service

FLSA:

Exempt

Pay Grade:

Classified Management

SUMMARY

Under the direction of the Director of Nutrition Services, supervise, plan, organize, coordinate, and direct the food production, distribution, and serving in all schools. Provide leadership and training to staff and evaluate assigned staff; develop healthy and nutritious menus; coordinate communications and assist in the quality and cost control of the district's food service program.

ESSENTIAL TYPES OF DUTIES (Examples)

- Supervise, plan, organize, coordinate, and direct the food production, distribution, and serving in schools.
- Supervise, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make staffing recommendations; discipline assigned staff according to District policies and procedures.
- Plan and select menus and determine quantities of food to be produced for serving locations; determine food and supplies requirements, and exercise control over distribution and inventories.
- Collaborate with site administrators and participate in strategic planning, designing, and implementation of District's food services programs; coordinate outreach efforts to strengthen District food service programs for quality improvement.
- Monitor, observe, interview, and conduct surveys to assess food service options; respond appropriately to improve overall program quality.
- Assist in drafting policies, procedures, directives, and contracts; assure compliance with federal, state, county and district laws, regulations policies, procedures, directives and contracts concerning food service
- Provide technical expertise in the National School Lunch Program, School Breakfast Program, After School Snack Program, Seamless Summer Food Option, and other programs as applicable; respond to questions or concerns from parents, site administrators, the community, and District staff.
- Oversee and evaluate the planning, organization, and coordination of timely preparation of food for multiple food service programs.
- Develop training programs and materials; conduct and coordinate meetings, workshops, conferences, and special events for personnel, parents, students, and the community; and provide mentoring and technical assistance to assigned staff.

- Responsible for accurate meal claim reporting and the monitoring of food service expenses; approve free and reduced price lunch applications.
- Review, assess, and maintain daily operational data including meal participation and financial records for individual locations; analyze data and prepare a variety of administrative and auditable reports.
- Monitor and inspect school sites for food safety and sanitation requirements.
- Operate a computer to input, output, update, and access a variety of records and information, generate reports, records, lists and summaries from computer database.
- Travel to various school sites and supervise, direct, monitor, and coordinate all activities related to food procurement, production, distribution, and service; assure quality and cost controls of the District's foodservice program; and review and assess school daily/monthly financial data including meal counts, cash deposits, meal eligibility data, and accuracy of claims for reimbursement.
- Communicate with physicians, parents, and staff concerning food substitutions for students with disabilities or special needs as required.
- Develop menus and recipes assuring nutritional content meets or exceeds all Federal requirements; utilize locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District whenever practicable to maximize the taste and quality of our school meals and to support the Farm to Fork efforts of the Sacramento Region.
- Prepare, maintain, and review a variety of records and reports; compose a variety of correspondence; assist in drafting policies, procedures, directives, and contracts; and assure compliance with federal, state, county, and District laws, regulations, policies, procedures, and directives concerning foodservice.
- Provide excellent customer service by establishing positive relationships with District personnel, agencies, representatives from external organizations, and the community.
- Promote teamwork by sharing knowledge, cooperating with others, actively participating in meetings and work groups, and supporting the goals and objectives of the District.
- Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Nutrition Services.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of pertinent food service sanitation, health, and safety regulations; nutrition principles and quantity food preparation; nutrition analysis software; technical aspects of field of specialty; applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities; district organization, operations, policies, and objectives; research methods, report writing techniques, and record-keeping techniques; communication and public speaking techniques; correct English usage, grammar, spelling, punctuation, and vocabulary, reading and writing English communication skills; interpersonal skills using tact, patience, and courtesy; operation of a computer, related software, and other office equipment; principles and practices of effective supervision; health and safety regulations.

Abilities: Requires the ability to perform all of the duties of the position efficiently and effectively; plan, prioritize and lead work in order to meet schedules and timelines; supervise, plan, organize, coordinate, and direct the food production, distribution, and serving in schools within an assigned geographical area of the school district requiring independent judgment and analysis; assist in the quality and cost control of the district's food service program; supervise, evaluate, train, and direct the performance of assigned staff members; analyze operational problems, and recommend and implement program improvements; maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations; research, analyze, compile, verify data, and prepare reports; read, interpret, apply, and explain rules, regulations, policies, and procedures; maintain confidentiality as appropriate; understand and follow oral and written directions, procedures, functions, and limitations of assigned duties; operate a computer and related software to enter data, maintain records, and generate reports; communicate effectively, and maintain cooperative and effective working relationships with others; analyze situations accurately, and adopt an effective course of action; work independently with little direction, and meet schedules and timelines; compose correspondence and written materials independently; utilize effective leadership skills that work well within a team setting; meet district standards of professional conduct as outlined in Board Policy; interpret, apply and explain policies and regulations; requires the ability to communicate effectively both orally and in writing; requires the ability plan, organize control and direct recruitment activities; the ability to work independently with little supervision; the ability to analyze situations accurately and adopt an effective course of action; the ability to prepare comprehensive narrative and statistical records and reports.

Physical Abilities: With or without the use of aids, requires sufficient visual acuity to recognize letters and numbers, to read printed materials; sufficient hand/eye coordination and manual dexterity to write and operate a computer keyboard and kitchen equipment; ability to hear and understand in person and on the telephone; sufficient body movement and mobility to drive an automobile. Requires the ability to handle hot materials and work in an environment with wide temperature extremes. Working environment requires physical ability to stand for extended periods of time, carry, pushing or pull carts and supplies, reach overhead, stoop and infrequently lift objects of up to 50 pounds.

Education and Experience: Any combination equivalent to Associate's Degree with a major in food managed or related field and three years increasingly responsible experience with school meals, restaurant, or hospital food service management. Experience in the preparation of school menus, snack bar operation and preparation of food in large quantities is preferred

Licenses and Certifications: Serve Safe or other Food Safety Certification required. Valid California driver's license

Board Reviewed: TBD