



## Supervisor of Student Nutrition

Initial Date: October 8, 1992  
Board Approval: March 20, 2012  
Revision Date: March 20, 2012  
Range: Range: Classified Management  
Salary Schedule - Supervisor  
Reports to Director of Student Nutrition

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Assist the Director of Student Nutrition in planning, organizing, supervising, and directing the food service functions of the District to assure compliance with local, state, and federal requirements of nutrition, sanitation, and safety. Coordinate with Foreperson in the scheduling and delivering of food items to school sites. The supervisor is expected to maintain a safe, caring, student centered environment that promotes high performance and ethical standards among all food service staff.

### **REPRESENTATIVE DUTIES:**

- Assists the Director of Student Nutrition with District-wide school food service program in conformance with federal and state laws and regulations, local and state health ordinances, and School District policies
- Assists in planning menus for the district, insuring dietary balance, nutritional adequacy and quantity
- Orders food, supplies and equipment: arranges for proper storage and delivery of food and supplies, request commodity foods as necessary, may be required to load and unload food supplies
- Plans and organizes catering events
- Conducts training programs, workshops and meetings to develop operation, production and service standards and practices
- Conducts on-site visitations regularly to coordinate and review food service operations, analyzing effectiveness, and assuring compliance with laws, regulations and standards of safety and sanitation
- In conjunction with the Director of Student Nutrition makes recommendations for employment, transfer, promotion, demotion or dismissal of food service personnel
- Evaluates or assists in the evaluation of all food service employees
- Arranges for equipment maintenance and repair
- Maintains a variety of records, logs and files related to food service including inventory.
- Processes applications for free and reduced price meals. Handles phone calls from parents regarding lunch applications
- Cover positions in the food service department as assigned
- Perform related duties as assigned

### **KNOWLEDGE AND ABILITIES:**

- Techniques and methods of supervision and evaluation
- Food service functions and services including use of equipment used in the storage, preparation and dispensing of food in quality
- Principles and practices of nutrition, food accounting, menu preparation and large scale food service management
- Inventory practices and procedures
- Quality and portion control techniques
- Pertinent health and safety rules and regulations
- Communicate effectively and tactfully in both oral and written form with subordinate staff, District administrators and other staff members, and the general public
- Plan and execute food service projects and programs
- Control activities of subordinate staff and coordinate, monitor and schedule tasks

- Maintain assigned logs and records and prepare required reports
- Keep current of various technological and regulatory changes in the food service field
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Minimum of two years supervisory experience. Experience at the Food Service Foreperson level or equivalent
- Completion of courses in supervisory techniques, sanitation, safety, and nutrition is desirable

**LICENSES AND OTHER REQUIREMENTS:**

- Required valid California Driver's License
- ServSafe Certification
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes
- Work done primarily on concrete floors

**PHYSICAL DEMANDS:**

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
- Dexterity of hands and fingers to operate food service equipment
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Seeing to monitor food quality and quantity
- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, loading and unloading of foodstuffs (25-50 pounds)
- Moderate to high stress level

**HAZARDS:**

- Cold from freezers
- Exposure to very hot foods, equipment, and metal objects
- Working around knives, slicers or other sharp objects
- Exposure to cleaning chemicals and fumes

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.