

Coast Unified School District

Title:

Supervisor of Food and Nutrition Services

Salary Range:

Confidential Management

Job Summary:

Under direction of the Superintendent or designee to coordinate and supervise the food services and nutrition program; to assist in the training and instruction of cafeteria personnel and student cafeteria workers; and to do related work as required.

Qualifications:

Required:

1. Associate's degree, or equivalent educational experience, with academic major in food and nutrition, food service management, culinary arts, business or other related field.
2. Minimum of one year of food program experience.
3. Knowledge of safe and sanitary working methods and procedures
4. Knowledge of state qualifications for school lunch programs
5. Knowledge of food nutrition practices, methods, procedures and techniques of supervision and organization.
6. Valid California Driver License
7. Valid First Aid and CPR certificate.

Desirable:

Bilingual (English and Spanish)

Essential Functions:

1. Supervises and participates in the preparation, serving and storage of food, in accordance with legal requirements.
2. Plans, organizes and implements operational procedures which ensure that prepared foods are delivered to district sites in a timely, effective, and inviting manner.
3. Serves as the nutrition education resource for classroom teachers.
4. Establishes and maintains standards of cleanliness and sanitation.
5. Purchases food, supplies and equipment.
6. Maintains a variety of files and records pertaining to the food services program, including a

monthly inventory; counts, records and deposits daily incomes.

7. Prepares and files daily, monthly, and annual reports, completes other related food service paperwork with accuracy, as required.
8. Do other work as required.

Physical Requirements:

1. Ability to stand and circulate for extended periods of time.
2. Ability to communicate so others will clearly understand normal conversation.
3. Ability to communicate clearly in written form.
4. Ability to bend and twist, kneel and stoop.
5. Ability to lift/carry/push/pull 39 pounds on a regular basis and up to 50 pounds occasionally.
6. Ability to lift 25 pounds from shoulder to overhead.
7. Ability to reach in all directions.
8. Physical dexterity in limbs and digits to operate equipment.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Superintendent or designee

Approved: 12/11/2014