



# LOMPEC UNIFIED SCHOOL DISTRICT

## SUPERVISOR-CHILD NUTRITION SERVICES

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### **JOB SUMMARY:**

Under the direction of the Director-Child Nutrition Services, organize and direct the day-to-day activities and operations of the Child Nutrition Services department including personnel management; ensure timely planning and efficient preparation and serving of nutritious food and beverages; develop marketing materials; assist with special events; collaborate with personnel to develop recipes and menus that meet USDA guidelines; maintain kitchen facilities in an orderly, safe and sanitary condition; train, supervise and evaluate the performance of assigned personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and direct the day-to-day activities and operations of the Child Nutrition Services department including the planning, organization, coordination and implementation of quantity food service operations and production; participate in the development and implementation of departmental policies and procedures.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
- Organize, coordinate, and assist in the preparation of food in sufficient quantities for serving multiple sites and sending out to other sites.
- Assist in recipe development and planning menus and food orders in accordance with established USDA nutritional requirements; review recipes and menus and estimate needed ingredients and time required for the preparation of food; review ingredients and oversee special diets for students and create special menus for students with known food allergies.
- Develop, implement and evaluate nutritional education marketing materials, activities and resources for the District.
- Provide technical information and assistance to the Director regarding assigned food service operations and functions.
- Ensure that food items are properly prepared, cooked, stored, and served in a safe, sanitary, and timely manner and in accordance with State and federal regulations; ensure kitchen facility is maintained and operated in a safe and sanitary manner.
- Assist personnel in preparing, cooking, serving, and packaging all foods and in washing and cleaning kitchen equipment, kitchen areas and utensils.
- Assist the Director-Child Nutrition Services prepare grants and secure alternative funding for school nutrition programs.
- Operate a computer and assigned software programs; operate and maintain a variety of commercial food services appliances and equipment; drive a vehicle to conduct work and site visits.

- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Oversee the planning of catering events and provide food for District meetings and events.
- Evaluate costs of Child Nutrition programs to ensure desirable budget outcomes.
- Oversee and review meal applications, processes, and application verifications; responds to inquiries regarding applications and requirements.
- Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Collaborate and serve as a resource to District personnel, community members and local agencies in implementing activities and programs to promote health and fitness.
- Operate a variety of office equipment as assigned including a computer and assigned software programs.
- Attend meetings and in-service trainings; assist in planning and conducting professional development trainings for assigned personnel.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: Associate's degree in nutrition, dietetics, food service management, culinary arts or a related field and three years of increasingly responsible experience in quantity food preparation, cooking and service, including 2 years in lead or supervisory capacity.

Licenses and other Requirements

- Valid California Class C driver's license.
- Valid Professional Serve-Safe Manager certificate or equivalent.
- Employee must participate in available training and complete required continuing education/training hours to meet USDA professional standards.

Knowledge of:

- Quantity food preparation including washing, cutting, and assembling food items and ingredients.
- Proper methods, procedures and equipment used in the ordering, preparation, storage, cooking, packaging, and distribution of large quantities of food for an institutional setting.
- Proper food service sanitation and safety requirements.
- Basic recipe, menu planning and nutritional principals.
- Basic recordkeeping, inventory control and report writing.
- Interpersonal skills using tact, patience, and courtesy.
- Sanitation principles applicable to food serving and kitchen maintenance.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Local School Wellness Policies.
- Applicable laws, codes, regulations, policies, and procedures related to Child Nutrition and USDA.

- Operation of a computer and assigned software.

Ability to:

- Organize and direct the day-to-day activities and operations of the Child Nutrition Services department including the planning, organization, coordination and implementation of quantity food service operations and production.
- Train, supervise and evaluate the performance of assigned personnel.
- Provide and ensure timely service of foods for students.
- Maintain kitchen facilities, equipment and utensils in a clean and sanitary condition.
- Order and estimate food quantities of food items for preparation.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Train and coordinate the work of others.
- Operate and maintain a variety of commercial food services appliances and equipment in a safe and sanitary manner.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Kitchen environment.
- Subject to heat from ovens and cold from freezers.
- Driving a vehicle to conduct work.
- Frequent interruptions and changing work priorities

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Frequent repetitive arm, hand and body motion.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

Hazards:

- Exposure to very hot or cold foods, beverages, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Exempt

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** Classified Management – Level III