

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Child Nutrition Services Field Supervisor

QUALIFICATIONS

REQUIRED
EDUCATION:

Equivalent to completion of the twelfth grade; completion of, or enrollment in, a vocational food service certificate program at the community college level or above.

DESIRED
EDUCATION:

At least 16 semester units or the equivalent completed, including the following courses: Food and Nutrition, Safety and Sanitation, Menu Planning, Marketing, Accounting, and Supervision.

EXPERIENCE:

Two years of increasingly responsible experience in commercial or instructional food service facilities, including in a lead capacity. Additional education at a recognized university or trade school in cafeteria management, dietetics or a closely related field may be substituted for the required non-supervisory experience on a year-for-year basis.

KNOWLEDGE OF:

Fundamentals of nutrition; concepts of time management, safety, sanitation, and work scheduling as applicable to food services; principles of large quantity food preparation, distribution and serving materials, methods and equipment; food ordering and storage practices; proper utilization and care of food service equipment; record keeping and report preparation; business mathematics; principles of supervision and training; computerized data processing programs and procedures.

ABILITY TO:

Plan, assign, schedule, train, review, and evaluate the activities and work performed by assigned personnel; learn and apply regulations governing federal, state, and local food merchandising; supervise, train, and evaluate assigned staff; make mathematic calculations with speed and accuracy; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

LICENSE:

Possession of a California drivers license issued by the State Department of Motor Vehicles, a valid Servesafe certificate, and a valid Food Handlers Card at the time of appointment to and during employment.

PERSONAL

QUALIFICATIONS:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community; demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Duties may include, but are not limited to the following: under the direction and supervision of the supervisor, plan, implement, and supervise the child nutrition services program and personnel in assigned area; plan, implement, and supervise centralized food distribution activities and personnel; participate in the work of the assigned unit, if needed; and perform other duties as required and directed.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcome of the Child Nutrition Services Field Supervisor's job performance will be as follows:

1. Serve as the supervisor of the department's central kitchen and elementary feeder schools.
2. Implement approved programs in nutrition education, marketing, cost control, employee training, student/community involvement, quality control, and food preparation.
3. Train and supervise the work of child nutrition services personnel in assigned area(s), make modifications to assignments and set priorities.
4. Apply departmental standards of performance to each position supervised, advise subordinates of performance standards, observe and document performance and prepare periodic and special evaluations of performance for supervisory review and approval.
5. Prepare supporting documentation for and recommend employee recognition and discipline.
6. Recommend modifications of work procedures and schedules to meet special needs and conditions.
7. Make oral and written directives.
8. Monitor payroll-related record keeping, ensuring proper reporting of time worked and absences.
9. Advise subordinate supervisors on matters related to employee supervision.
10. Monitor, review, correct, and submit records and reports prepared by subordinate staff, extracting information for reports and other management information purposes and ensuring timeliness of submission.
11. Analyze and compare food orders from school units with available historical data, identify questionable orders, and take appropriate action to reconcile potential discrepancies.
12. Monitor food products on hand to ensure availability of menu items for distribution.
13. Consult with department/site managers and/or vendors, when appropriate, to resolve ordering, supply, distribution, and serving problems.

14. Utilize automated record keeping software and computers to monitor and maintain records and to generate reports.
15. Travel to school sites to monitor food product, storage, and distribution methods, staff utilization, sanitation and safety practices, record keeping, internal cash controls, operations methodologies, and conduct regularly scheduled audits and inspections.
16. Provide basic instruction to subordinates in the use of a computer to perform regularly assigned job tasks.
17. Provide on-the-job training to staff of the assigned unit.
18. Analyze operations for assigned food and labor costs, recommending the implementation of improvements in service, equipment, food preparation, personnel assignments, and facilities.
19. Ensure compliance with federal, state, and local laws and regulations and District requirements concerning such matters as sanitation, safety, program administration, and nutritional standards.
20. Ensure proper utilization, care, and repair of equipment and follow-up as needed.
21. Report operations problems to the Child Nutrition Services Manager.
22. Serve as a member of the Redlands Unified School District management team.
23. Serve on assigned committees and advisory groups.
24. Make active and consistent effort to maintain and improve the overall internal and external image of the Child Nutrition Services Department and of the District.
25. Perform related duties as assigned.