

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: NUTRITION SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director or Assistant Director, Child Nutrition and Food Service Programs, plan, coordinate and manage the daily activities and operations of the Nutrition Center and Warehouse; assure food is ordered properly, prepared according to recipes and established quality and portion control standards; staff sites and coordinate personnel to meet production, distribution, and meal service timing; train and supervise the performance of assigned staff; perform related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, coordinate and manage the daily activities and operations of the Nutrition Center and Warehouse; maintain standards of efficiency, safety and sanitation; assure compliance with applicable laws, codes, rules and regulations.

Determine appropriate quantities of food and supplies to be used in daily production activities and necessary meal components required in food preparation and service to ensure that all sites receive adequate food for complete meal service each day.

Inspect and monitor food preparation and serving areas to assure that health and safety standards are maintained and recipes are followed; oversee quality and portion control in the preparation and handling of foods; review freezer and refrigeration temperature logs.

Develop new recipes; assure conformance to meal component standards; calculate and document serving sizes, nutritional analysis and values.

Test and make recommendations regarding improved recipes, new products and menu items; conduct cooking and taste tests at school sites; prepare food products for bid testing; prepare special diet menu items for students.

Each day prepare, reconcile and review a wide variety of reports, records and files related to daily site activity, such as portion control, industrial accidents, food and equipment testing, production reports, orders, transport reports, inventories and recipes. Make adjustments as necessary to reflect changes in lunch counts, meal selections, etc.

Monitor inventory levels of food, supplies and equipment; cost, estimate and order appropriate amounts of commodities, food and emergency items; assure availability of fresh products to meet production schedules; contact vendors regarding orders; receive and inspect delivery of food and supplies.

Ensure the Nutrition Center and all school sites are adequately staffed in order to prepare, deliver, and serve all meals on time each day. After-hours staffing coordination for the department as necessary.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; prepare production schedules and staffing assignments; coordinate personnel to meet production schedules.

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Supervise warehouse personnel regarding warehouse dock loading procedures, remote site deliveries, storage and products received; arrange for emergency shipments of items to school sites.

Continually inspect work areas and equipment to assure the safety of staff; report safety, sanitary and fire hazards to appropriate personnel.

Authorize expenditures in accordance with established guidelines and limitations.

Communicate with administrators, school sites, personnel, outside agencies and vendors to coordinate activities such as BBQs, field trips and classroom parties, to resolve issues and conflicts and exchange information.

Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, tilting skillets, warmers, wrapping and heat seal machines, ovens and can openers;

Oversee and assure Nutrition Center & Warehouse preventative maintenance schedules are met in accordance with established timelines; monitor equipment safety, repair and use; arrange for major repairs as necessary.

Operate a computer and assigned software.

Drive to various sites to conduct work.

Attend a variety of meetings, conferences and other gatherings; receive and provide information, discuss, respond to questions, issues and complaints related to the food service program.

OTHER REPRESENTATIVE DUTIES:

Performs other related duties as required or assigned.

DISTINGUISHING CHARACTERISTICS:

The Nutrition Services Supervisor plans, coordinates and manages the daily activities and operations of the District's Nutrition Center & Warehouse. Responsibilities include, but are not limited to, procurement, delivery, scheduling of menus and large-volume production. Incumbents assure food is prepared according to recipes and established quality and portion control standards and assure compliance with applicable laws, codes, rules and regulations.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Methods of cooking, baking, preparing and serving food items in large quantities.
Methods of developing, adjusting and extending recipes and proper substitutions.
Sanitation and safety practices related to the cooking and preparing food in large quantities.
Nutritional values and menu planning techniques.
Operation of commercial kitchen equipment and utensils.
Principles and practices of training and supervision.
Laws, codes, rules and regulations related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic budgeting practices regarding monitoring and control.
Proper methods of food rotation and storage.
Inventory methods and practices.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Mathematical computations.
Proper lifting techniques.

Ability to:

Plan, coordinate and manage the daily activities and operations of the Nutrition Center & Warehouse.
Prepare, cook and bake food items in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Develop, test, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate commercial kitchen utensils and equipment.
Operate a computer and assigned software.
Monitor and control expenditures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Bend, stoop, push, pull and move objects weighing up to 40 pounds by oneself, or greater than 40 pounds with assistance.
Operate a motor vehicle.
Plan and organize work.
Meet schedules and timelines.

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ORGANIZATIONAL RELATIONSHIPS:

- Supervision: (1) Reports to, receives direction from, and is evaluated by the Director or Assistant Director, Child Nutrition and Food Service Programs.
(2) Supervises, evaluates, and directs the work of lead cooks, cooks, bakers, the warehouse/utility worker, and other assigned food service personnel.

Internal Contacts: Frequent and continuing contact with accounting, payroll, purchasing, warehouse, custodial, district office and school site personnel, administrators, and food service personnel. Some contact with students and parents.

External Contacts: Regular contact with food service vendors and suppliers; some contact with representatives of the School Nutrition Association, the California School Nutrition Association, Orange County School Nutrition Association and neighboring school districts.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION AND EXPERIENCE:

Education: Associate's Degree in institutional food management, culinary arts, quantity food preparation or a related field. Registered Dietitian certification desirable.

Experience: Three (3) years of institutional or commercial quantity food preparation experience including one year in a supervisory capacity; supervision of food service personnel (15 or more employees is desirable). An additional year of experience may substitute for one year of the required education. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

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SPECIAL REQUIREMENTS:

Valid Food Handler's Certificate issued by an authorized agency.

Valid California Class C driver's license as well as a dependable mode of personal motorized transportation and proof of liability and property damage insurance.

Applicants for this classification will be required to obtain and submit at his/her own expense his/her current motor vehicle driving record at the time of appointment. The record must be maintained and meet the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to walk; sit; use hands to finger, handle or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Americans with Disabilities Act:

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration; work surfaces may be slippery. The noise level in the work environment is usually loud. There may be occasional exposure to environmental and traffic hazards while driving to conduct work.

APPOINTMENT:

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PREPARED BY:	Classified Personnel Department	DATE:	August, 1998
APPROVED BY:	Board of Trustees	DATE:	September 1, 1994
APPROVED BY:	Personnel Commission	DATE:	September 7, 1994
REVISED BY:	Personnel Commission	DATE:	August, 1998
REVISED BY:	Personnel Commission	DATE:	May 13, 2013
REVISED BY:	Personnel Commission	DATE:	April 20, 2014