



JOB DESCRIPTION

Position Code: 706
Classified Group: Supervisor
Salary Range: A-26
Page 1 of 3

POSITION TITLE: Nutrition Services Supervisor III

DEFINITION: Under direction, assists in planning, organization and operation of nutrition services programs; supervises the nutrition services operation of an assigned group of schools or production centers.

DIRECTLY RESPONSIBLE TO: Director, Nutrition Services

SUPERVISION OVER: Classified employees as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Coordinates the cafeteria operations of an assigned group of schools or production centers.
2. Evaluates the work of nutrition services managers, supervisors and assistants.
3. Works closely with them in resolving personnel and other problems.
4. Reviews workloads and recommends staffing patterns.
5. Recommends changes in hours, retention, transfer or dismissal of personnel.
6. Visits sites periodically and assures proper procedures and techniques are followed.
7. Suggests revisions in food preparation methods and practices, assignment of personnel and utilization of equipment.
8. Instructs managers in technical accounting procedures, financial record keeping, and health and sanitation standards.
9. Analyzes profit and loss statements and makes recommendations for cost savings.
10. Assists in the interviewing, selection and training of employees.
11. May maintain attendance and leave records for employees.
12. Serves as liaison in resolving employee payroll problems.
13. Reviews orders, purchase requisitions and reports submitted by subordinate personnel.
14. Prepares bulletins, memos and a variety of reports.
15. Tests foods and recipes.
16. Evaluates new products and equipment.
17. Recommends replacement and purchase of new equipment for cafeterias.
18. Serves as liaison between schools and nutrition service department.
19. Resolves problems between schools and cafeteria staff.
20. Works with vendors to secure accurate and timely deliveries.
21. Assists the director in research, planning and evaluation of current and proposed programs.
22. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Increasingly responsible experience in a large scale food services operation including supervisory experience; education or training in quantity cooking, nutrition, sanitation, food services management and food cost accounting.

Licenses and Certificates:

Possession of, or willingness and ability to obtain, a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving vehicle requiring the license.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of large scale food service programs
- Knowledge of nutrition, sanitation, menu planning, use and care of equipment, preparation and serving of food in a large scale food services operation
- Knowledge of food cost accounting, storage and inventory procedures
- Ability to plan, assign and supervise the work of assigned personnel
- Ability to read, understand, interpret and apply nutritional guidelines, state and federal regulations and employee contracts
- Ability to explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion
- Ability to review and analyze work procedures and methods and devise new methods
- Ability to effectively compose letters, memoranda and bulletins
- Ability to communicate effectively with groups of people in meetings and discussions
- Ability to work cooperatively with school personnel, students, parents and community groups

WORKING CONDITIONS:

Work Environment:

- Indoor office, cafeteria or commercial kitchen work environment
- Continuous contact with staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person and on the telephone
- Transport or move objects up to 50 pounds
- Inspect written materials with fine print
- Recognizes people and documents
- Remain in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Move about facilities, cafeteria or commercial kitchen to conduct work

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 12/11/84
Revised: 4/19/95 (License Only)
Revised: 9/19/2017 (Formatting and Title Change)