



JOB DESCRIPTION

Position Code: 709
Classified Group: SJSA
Salary Range: A-29
Work Calendar: 001
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POSITION TITLE: Nutrition Services Supervisor Specialist

DEFINITION: Under general direction, responsible for developing standardized recipes, production records, and conducting nutrient analysis; assists in the planning of cost-effective menus for applicable programs; coordinates all nutrition education efforts of the district; assists with monitoring departmental operations to ensure compliance with federal and state regulations and standards of health, safety and nutrition; supervises assigned staff.

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. Utilizes nutrition software to assist in planning and creating menus and conducting nutrient analyses to ensure menus meet federal and state requirements.
2. Coordinates and supervises the operations of assigned district cafeterias including the preparation, serving, and storage of food in accordance with established guidelines and procedures.
3. Develops and implements district-wide nutrition and health education activities to address targeted goals and efficiencies of the department with a focus on participation and acceptance of meals at school sites.
4. Supervises, trains and evaluates the performance of assigned staff and assists with disciplinary actions as necessary and participates in the interview and selection of employees.
5. Assigns duties, assignments, and may modify workloads of assigned staff and reviews work for completeness and compliance with established requirements.
6. Coordinates the development and implementation of departmental training and safety programs and monitors adherence of safe work practices to ensure mandated professional standards are adhered to and completed.
7. Schedules and monitors the testing of food products, correct methods of food preparation and recipes for students and staff.
8. Conducts regular on-site visitations to observe and review nutrition service operations, methods, practices and procedures, to analyze their effectiveness and ensure compliance with applicable laws and regulations regarding safety and sanitation.
9. Ensures proper cleanliness and maintenance of equipment and supplies and provides assistance to nutrition services staff to resolve related problems.
10. Coordinates and manages Medical Statements received and communicates with physicians, school nurses, parents and nutrition services staff concerning food substitutions required for students with special dietary needs.
11. Serves as a liaison for nutrition services with school sites, parents, teachers and students and assists in negotiating and resolving issues, as assigned.

12. Prepares statistical breakdowns and analyses of applicable programs and generates reports for assigned school sites.
13. Reviews orders, purchase requisitions and reports submitted by site staff.
14. May assist with the development, implementation, and scheduling of staff meetings and attends meetings and activities, as required.
15. May assist the director with management of programs and overseeing operational activities.
16. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent of education or training equivalent to a Bachelor's degree in Nutrition or Dietetics; at least two years of increasingly responsible experience in nutrition or related field or experience in food service management; previous supervisory experience is desirable; status as a Registered Dietitian with an accredited agency is preferable.

Licenses and Certificates:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Possession of, or willingness and ability to obtain, ServSafe Manager Certification

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices involved in large scale food service programs, menu planning, sanitation, and methods of preparing and serving food
- Knowledge of nutrition, menu analysis, and production methodology and procedures in an educational, industrial, commercial, hospital, or government institution
- Knowledge and skill in use of computers and assorted software programs
- 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 work cooperatively with school personnel, students, parents and community groups
- Ability to organize and audit large-scale food service activities
- Ability to analyze and interpret financial and operational data
- Ability to train school staff and students in the application and principles of nutrition
- Ability to plan and conduct training programs
- Ability to prepare menus, new recipes, item pricing, and recipe costing
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students and the community
- Ability to understand and follow verbal and written instructions

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- Ability to maintain records and prepare reports
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS

Work Environment

- Indoor office, cafeteria or commercial kitchen work environment
- Moderate to loud noise
- 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
- Operate tools and office equipment requiring repetitive hand movement and fine coordination
- Move about facilities, cafeteria or commercial kitchens to conduct work including walking, standing, or remaining in a stationary position for extended periods of time

Hazards

- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants
- Exposure to hot or cold environments

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 Approval: 8/11/2021