



## JOB DESCRIPTION

**Position Code:** 708/707  
**Classified Group:** Supervisor  
**Salary Range:** A-17  
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**POSITION TITLE:** Nutrition Services Supervisor I / Nutrition Services Supervisor II

**DEFINITION:** Under direction, plans, supervises and participates in the operation of a nutrition services cafeteria or production center.

**DISTINGUISHING CHARACTERISTICS:** Nutrition Services Supervisors I and II are generally assigned to high school cafeterias or to production centers such as central kitchens, the central bakery or the central commissary. Although the types of duties performed are similar, there are some differences. The classification level of Nutrition Services Supervisor I shall be assigned to high school cafeterias serving less than 10 sites. The classification level of Nutrition Services Supervisor II shall be assigned to high schools serving as production centers or serving 10 or more sites.

**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. Plans, assigns and supervises the work of nutrition services assistants.
2. Establishes work schedules, assigns tasks, evaluates work performance and provides training for employees and student helpers.
3. Maintains employee attendance and leave records.
4. Organizes the work of staff to meet deadlines.
5. Computes and pays students for work performed.
6. Requisitions, receives and supervises storage and inventory of all food supplies.
7. Anticipates needs based on participation, menus and orders.
8. Plans menus and follows standardized recipes.
9. May be responsible for preparation of more than one menu for several sites.
10. Assures all menus meet "Type A" requirements and enforces portion control.
11. Supervises and participates in the preparation of a variety of foods and baked products.
12. In a production center, supervises the preparation and packaging of foods and baked goods to be transported.
13. Establishes accurate counts of lunches or items to be prepared.
14. Supervises the filling of orders and loading of delivery vehicles.
15. Supervises and participates in the preparation and service of breakfast programs.
16. Modifies recipes to utilize commodities in instances of delivery failure or shortages.
17. Supervises and participates in daily cleaning and sanitation of utensils, equipment, food preparation and serving areas.
18. Cleans and defrosts refrigerators and freezers.
19. Supervises the safe handling of monies collected.
20. Counts and balances daily cash receipts and prepares deposit slips.
21. Maintains and prepares a variety of records and reports for one or more sites.
22. Operates a variety of kitchen equipment and instructs others on proper usage.
23. Initiates requests for equipment repair.

24. Participates in performing all tasks in the cafeteria operation as required.
25. May be responsible for planning and coordinating banquets, catering services or concessions for a variety of special events.
26. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Experience in preparing food in a large scale food services operation; course work in nutrition, quantity cooking and sanitation desirable; supervisory experience desirable.

#### Knowledge, Skills, and Abilities:

- Knowledge of principles of cleanliness, safety and sanitation
- Knowledge of the methods and procedures of preparing meals in large quantities
- Knowledge of food storage procedures and ability to recognize spoiled food
- Ability to plan and direct a large scale food services program
- Ability to skillfully prepare a variety of cooked and baked foods
- Ability to communicate clearly and concisely, orally and in writing
- Ability to read, understand and interpret menus, recipes, handbooks, regulations and employee contracts written in English
- Ability to count change and use basic math principles to adjust recipes
- Ability to write legibly and prepare reports
- Ability to learn requirements for "Type A" lunch and portion control
- Ability to estimate quantities needed and order appropriately
- Ability to work independently with minimum direction
- Ability to plan and coordinate work so that a variety of hot foods are prepared on schedule
- Ability to plan, supervise and evaluate the work of students and subordinate employees
- Ability to work effectively with school personnel, students, parents and community groups

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor cafeteria or commercial kitchen work environment
- Continuous contact with staff and students

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 recipes and other written materials with fine print
- Recognizes people and documents
- Remain in a stationary position for extended periods of time
- Operate cash register, food service utensils and office equipment requiring repetitive hand movement and fine coordination
- Move about cafeteria or commercial kitchen to conduct work

#### Hazards:

- Works around standard kitchen equipment with moving parts

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- Exposure to heat from ovens and hot foods
- Exposure to cold temperatures from refrigerators and freezers
- Works with knives, slicers and other sharp kitchen utensils
- Exposure to cleaning chemicals, detergents, abrasives, disinfectants and fumes

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.

Approved by Personnel Division

Board Adopted: 12/11/84

Revised: 9/19/2017 (Formatting and Title Change)