



Excellence for all.

Job Title: – Supervisor of Food Services

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Assistant Superintendent, Business Services plan, organize, and supervise the operations and activities of the child nutrition program; ensure compliance with current local, state and federal programs and requirements; perform general accounting, recordkeeping, and reporting duties related to the child nutrition program; train, plan, and oversee the work of assigned personnel.

Distinguishing Characteristics:

The Supervisor of Food Services classification provides overall leadership and assumes management responsibility for the Food Services Department and ensures the district's nutrition services operation follows local, state, and federal regulations. This is the highest classification in the Food Services job family.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Plan, organize, and supervise the operations and activities of the child nutrition program, including preparation, serving, distribution, and selling of food items; establish and maintain program timelines and priorities.
- Ensure compliance with local, state and federal requirements related to the child nutrition program; monitor new legislation, implement changes/new requirements, and ensure ongoing compliance.
- Prepare and perform training to ensure proper food handling and storage; create forms, and other reference materials to improve operations and productivity; conduct monthly staff meetings with Food Services Workers to discuss ongoing questions, safety issues, legal requirements, and other child nutrition topics.
- Conduct regular site visits to ensure proper and safe food handling and work environment set-up compliance; meet with employees regarding questions, concerns, and issues occurring at the sites; counsel employees regarding work environment requirements and infractions; work with employees to correct deficiencies, improve work performance, and reduce conflict.
- Supervise, evaluate and discipline assigned employees at various District locations. Participate in the hiring process for Food Services positions districtwide; partner with school management to evaluate child nutrition staff; Coordinate

with payroll and human resources regarding employee pay, leave of absence, substitute staffing, and other related issues.

- Manage and coordinate substitute employees for child nutrition districtwide: Oversee master calendar for all child nutrition staff to ensure coverage during absences; Communicate frequently with child nutrition staff and school office staff regarding scheduling and coverage issues.
- Plan, organize and direct child nutrition accounting functions—Oversee and participate in updating and maintaining student accounts; review, verify and ensure accuracy of receipts, meal counts, and transactions; Oversee and verify bank deposits; Prepare and send notices for accounts in arrears; make independent decisions regarding the handling of delinquent accounts.
- Review incoming applications for free/reduced meals and determine eligibility using established criteria; create and send notifications to families regarding eligibility; enter new and updated information into the district's student information system.
- Assist with the preparation and administration of all budget and financial records for the child nutrition program; perform budget projections, and determine equipment needs; purchase equipment, supplies, and materials.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to child nutrition activities and personnel; perform regular reporting to state and federal agencies; verify accuracy of data and create/submit monthly and annual reports under administrative oversight.
- Interact with administrators, personnel, vendors, food contractors, students, parents and outside organizations to coordinate child nutrition activities; resolve issues and conflicts and exchange information to ensure adherence to all regulations; effectively handle sensitive issues and diffuse difficult situations.
- Coordinate and meet with auditors and health inspectors several times each year; provide information and respond to questions; review reports and coordinate necessary repairs or modifications to comply with requirements.
- Monitor and coordinate activities of onsite contractor regarding food menu, orders, and delivery to ensure compliance with-local, state, and federal lunch program requirements.
- Attend professional development, various association meetings, and local school district child nutrition management meetings to remain current with industry best practices and requirements.
- Participate in staff development and in-service training programs as assigned

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Child nutrition program operations, practices, and procedures.
- Child nutrition local, state, and federal regulations and safety requirements such as Hazardous Analysis Critical Control Point (HACCP) and Cal OSHA compliance.
- Operate a computer and office equipment and applicable software programs.
- Proper food heating, storage, and service requirements and procedures.
- Sanitary procedures and health requirements related to food preparation, storage, and service.
- Safe use and maintenance of kitchen ovens, equipment, and utensils.
- Budget preparation and purchasing procedures.
- Basic accounting and bookkeeping.
- Record-keeping techniques.

- Oral and written communications skills.
- Basic first aid techniques.
- Principles and practices of training, instructing, and providing work direction.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Oversee and participate in kitchen activities, including food preparation, storage, service, clean-up, and set-up.
- Understand nutritional values of food items as they relate to child nutrition.
- Update and maintain the web site for Child Nutrition.
- Perform basic mathematical calculations.
- Exercise good judgment and work independently in the absence of supervision.
- Effectively handle sensitive issues and diffuse difficult situations.
- Maintain accurate records and prepare reports.
- Administer basic first aid.
- Lead, train and evaluate the work of others.
- Observe legal and defensive driving practices.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Advanced education preferred and three years of increasingly responsible experience in school or institutional food service, including experience planning and preparing food in large quantities. Lead or supervisory responsibility is highly desired. Successful completion of the Merit examination process is required.

Licenses and other requirements: District-approved food handling certification within first month of hiring. Valid California driver's license.

Working Conditions:

Environment: Cafeteria and kitchen environment. Drive a vehicle to conduct work. Fumes from vehicle and equipment operation. Adverse weather conditions.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling, or crouching to file materials. Dexterity of hands and fingers to operate food service equipment and prepare food items. Ability to read a variety of materials. Standing for extended periods. Bending at the waist. Kneeling, or crouching to lift heavy objects. Adequate stress management techniques.

Hazards: Kitchen environment subject to heat. Exposure to cleaning agents and chemicals. Exposure to potential stressful conditions

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 139

Approved by Personnel Commission: June 1, 2010

Revised: Standard Education/Exp language 9/27/17; updated job duties & salary range modification 1/31/18

Personnel Commission Classification/Compensation Study Approved: July 12, 2023