



SERVICE WORKER

NUTRITION SERVICES SUPERVISOR I

JOB DESCRIPTION

JOB TITLE: Nutrition Service Supervisor I
REPORTS TO: Director of Nutrition
LOCATION: Campus Assigned

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-07
DAYS: 185
JOB ID & DATE: CLS-42, September 2023

JOB PURPOSE SUMMARY

Oversees and/ or assists supervising kitchen activities at a designated school. Performs a variety of food preparation duties according to planned menus, recipes, and the number of persons to be served. Oversees food preparation and cooks meals in large quantities for the school site. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains food service records in compliance with state and federal requirements. Upholds all food safety standards according to local health department regulations.

REQUIREMENTS

Education Level Details

High School Diploma or equivalent preferred but not always required

Coursework in nutrition, culinary arts, or related preferred

License or Certification

Food handler's permit or willingness to obtain one, depending on local regulations.

Certified Dietary Manager (CDM) certification or equivalent is preferred

Work Experience Required

Extensive prior experience in food service, including significant experience in a school kitchen setting, is required.

Supervisory or managerial experience in a food service environment is highly preferred.

Other Skills and Abilities Required.

Comprehensive knowledge of food safety and hygiene practices, including HACCP (Hazard Analysis and Critical Control Points).

Strong leadership and team management skills.

Exceptional communication and interpersonal skills, including the ability to foster a positive work environment.

Physical stamina to oversee food service operations, including standing for extended periods, lifting heavy objects, and working in a fast-paced environment.

Attention to detail and commitment to maintaining the highest standards of meal preparation and service.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Collaborate with the kitchen team to plan and prepare nutritious and appealing menus that meet dietary guidelines and student preferences.
- Provide leadership and supervision to kitchen staff, including hiring, training, scheduling, and performance management.
- Manage the budget for school nutrition services, including cost control measures and financial reporting.
- Ensure food quality, portion sizes, and meal presentation meet established standards.
- Ensure compliance with federal, state, and local regulations, as well as school district policies related to school nutrition services.
- Oversee food and supply inventory levels, procurement, and vendor relationships.
- Coordinate the accommodation of students with special dietary needs and allergies, working closely with healthcare professionals, nutrition services dietitian, and parents.
- Maintain accurate records related to meal production, financial transactions, and inventory.
- Provide ongoing training and professional development for kitchen staff, emphasizing food safety and customer service.
- Foster positive relationships with students, staff, parents, and the school community, addressing concerns and feedback.
- Plan and execute special events or themed meal days to enhance the dining experience for students and staff.
- Ensure a safe and hygienic environment in the kitchen, following food safety guidelines and coordinating with the school's safety protocols.
- Develop and implement emergency plans with the Director of Nutrition for food service operations, including crisis response and disaster recovery.
- Engage with parents and community members to promote the school nutrition program and gather feedback for continuous improvement.

SUPERVISORY RESPONSIBILITIES

Nutrition Service Assistants

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. kitchen workers must be able to stand for extended periods, lift heavy objects up to 40 pounds(such as crates of food or kitchen equipment), and work in a fast-paced environment.

Work Environment: While performing the duties of this job, the employee will work primarily in kitchens, and portable buildings. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekendsThe work environment may involve exposure to kitchen equipment, hot surfaces, and occasionally, loud noises

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____
Signature: _____

Employee ID Number: _____
Date: _____