

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: NUTRITION SERVICES OPERATIONS SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, organize and direct nutrition services programs and personnel at assigned school sites; organize and direct food preparation, serving, safety and sanitation to assure compliance with federal, State, local and District laws, regulations, policies and procedures related District food service programs; train, supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize and direct District food service programs and operations; develop and review work schedules and production standards; participate in the development and implementation of departmental policies and procedures.

Assure compliance with federal, State, local and District laws, regulations, policies and procedures related to nutrition services programs, sanitation, safety, free and reduced price meals and nutritional standards.

Analyze food service operations and cost effectiveness; collaborate with food service staff and site administrators to implement improvements and changes; respond to issues and concerns regarding food preparation, service, menus, facilities and equipment.

Provide support for the acquisition of District food service equipment, supplies, commodities and associated products; review requisitions for small wares, cooking equipment, storage equipment, computers and other required items; place orders for items in accordance with required quantities and specifications.

Travel to school sites to monitor food production, storage and service methods, staff sanitation practices, record keeping and internal cash controls; conduct audits and inspections as required.

Supervise kitchen, cafeteria and equipment maintenance; process equipment and facility work orders in accordance with established guidelines, policies and procedures.

Collaborate with vendors regarding products and services; identify and resolve concerns and issues with products, pricing and delivery schedules.

Organize and direct the purchasing, receiving and storage of food supplies, materials and equipment; oversee and monitor the USDA commodity program in accordance with District policies and procedures.

Assist with the management and maintenance of inventories utilizing an approved database.

Provide assistance in troubleshooting computer and Point Of Sale related issues.

Assist in the planning, scheduling and coordination of special events functions relating to the

utilization of nutrition services kitchen sites and serving areas.

Plan and analyze efficient routes for delivery drivers; assure nutrition service vehicles and trailers are maintained and in good working order; schedule preventative vehicle maintenance services and repairs; review fuel costs reports for nutrition services vehicles.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assist with planning and preparing menu specifications to provide nutritionally balanced meals in accordance with dietary guidelines and quality standards; conduct nutritional analyses of menus; assist in menu planning.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities including site files, inventory, site visitation reports, menu planning worksheets and others; analyze and review reports from food service staff and assure accuracy.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned; serve as District and department liaison at meetings, committees on boards as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State and federal regulations governing child nutrition programs.

Principles applicable to meal production and quantity food service preparation, serving and storage.

Sanitation and safety practices.

Principles related to budgeting, contracting and purchasing.

Nutrition and menu planning.

Kitchen equipment and utensils used in large scale nutrition programs.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Organize and direct District food service programs and operations.

Assure compliance with federal, State, local and District laws, regulations, policies and procedures related to nutrition services programs.

Analyze food service operations and cost effectiveness.  
Provide support for the acquisition of District food service equipment, supplies, commodities and associated products.  
Train and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare records and reports related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent. Supplemental college-level coursework in foods and nutrition, culinary arts, general education or related field is desired.

Experience: Five years of increasingly responsible experience in the preparation, cooking and serving of food in large quantities, including two years of experience in a lead or supervisory capacity.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Valid food safety management certification issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office and food service environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**  
Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting and standing for extended periods of time.  
Walking to conduct inspections.  
Lifting, carrying, pushing and pulling moderately heavy food service equipment.

**HAZARDS:**  
Exposure to cold and heat from freezers and ovens during inspections.  
Working around and with machinery having moving parts during inspections.