

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES SITE SUPERVISOR

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct food preparation, serving, safety and sanitation to assure compliance with federal, State, local and District laws, regulations, policies and procedures related to District nutrition services programs; participate in the development and implementation of departmental policies and procedures.

Supervise the preparations of breakfast, lunch and other food service related functions assigned kitchen and cafeterias in accordance with nutritional program guidelines.

Drive a vehicle to school sites to observe, monitor and review food preparation, storage, staff utilization, sanitation practices, record keeping and internal cash controls; conduct audits and inspections in accordance with established policies and procedures.

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.

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.

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

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.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; assist personnel in maintaining accurate production records to determine food usages and forecast food production; assist in the creation of site menus

Communicate with administrators, personnel and outside organizations to coordinate activities, achieve desired outcomes, resolve issues and conflicts and exchange information; assist in outreach efforts to encourage target populations to participate in nutrition programs.

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

Operate standard warehouse and delivery equipment including power lifts, fork lifts, motorized pallet jacks, food carts, dollies, hand trucks and related vehicle features such as lift gates and straps.

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:

Principles of food service management, quantity food preparation and nutrition

Menu planning techniques including food values, combinations and substitutions

Rules and regulations of Food Based Menu Planning

Rules, regulations and eligibility requirements of the National School Lunch and Breakfast and offer versus serve procedures.

Operation of standard warehouse and delivery equipment and vehicles.

Procedures followed in ordering, receiving and storing foods.

Rules and regulation pertaining to health and safety in a commercial kitchen.

Methods employed in the use, cleaning, sanitation and maintenance of modern kitchen and cafeteria service equipment.

Proper uploading and unloading of goods.

Terminology of shipping and transportation documents.

Food Terminology, markets and commodities and computer software.

Oral and written communication skills.

Industrial boilers, chiller systems, refrigerators and freezers.

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, coordinate, train and direct food preparation at individual site kitchens to meet the requirements of nutritional services and related programs.

Assist in the development of menus in accordance with nutritional requirements and budget limitations.

Operate standard warehouse and delivery equipment and vehicles.

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 one year of experience in a lead 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 heat from ovens during inspections.
Working around and with machinery having moving parts during inspections.