

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Supervisor, Child Nutrition Services Culinary and Innovation

QUALIFICATIONS

EDUCATION: A.A. or A.S. Degree in nutrition, food science, culinary arts, hospitality, food management or related field, or an apprenticeship program offered by a professional culinary institute or trade industry association.

EXPERIENCE: Three years of increasing responsibility in the field of nutrition, including quantity food preparation as a chef or food production supervisor, and inventory management; experience in complying with the United States Department of Agriculture (USDA) federal regulations for child nutrition programs. Experience in school food service is preferred.

**LICENSE/
CERTIFICATES:** Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession of valid Servsafe Manager certificate.

KNOWLEDGE OF: Applicable local, state, and federal laws, regulations, and procedures as they pertain to the federal meal programs; methods, procedures, and techniques for preparing, cooking, baking, and serving foods in large quantities; techniques of menu design, recipe development, food preparation and production; sanitation and safety practices and Hazard Analysis and Critical Control Points (HACCP) procedures; principles, procedures, methods and strategies of organization, administration, supervision, training, and management; special event and food facility planning and catering coordination; menu planning, nutritional analysis, and related dietary guidelines for federal and state meal programs; procurement and inventory processes; principles of food services management; various computer software, including POS systems, menu planning, word processing, spreadsheet applications and website development; arithmetic, record keeping, and money handling procedures; personnel motivation methods and techniques.

**PERSONAL
QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. A demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director I, Child Nutrition Services (CNS), coordinate and supervise the work of the Central Kitchen, catering, vending agreements, summer feeding and special programs; collaborate with the CNS management team to plan, organize, and direct the daily operations and activities of the CNS programs for the District; develop standardized recipes, including meal contribution calculations, costing, production, and presentation; perform other related work as assigned and/or required.

Supervisor, Child Nutrition Services Culinary and Innovation Job Description

DUTIES AND RESPONSIBILITIES

As assessed by the Director, the outcome of the Supervisor's job performance will be as follows:

1. Conduct recipe development with a focus on utilization of commodity food items, scratch baking and cooking to meet strict nutritional guidelines as required by all federally funded meal programs.
2. Ensure recipes include proper crediting, scaling, and recipe costing.
3. Integrate HACCP steps into standardized recipes.
4. Coordinate with local farmers to acquire products and integrate them into freshly made menu items.
5. Prepare and create a wide variety of cuisines, including traditional and trendy contemporary fare.
6. Plan, supervise, monitor, evaluate, and oversee the food production operation, which includes student and staff meals, catering, and other special meal services.
7. Meet with food production staff daily to review recipes, menus, service plans, and production schedules; develop project lists and define staff responsibilities to ensure procedures are followed.
8. Forecast, plan production and ensure food, ingredients, and supplies are accurately ordered, received, properly stored, and rotated to ensure maximum freshness and minimize waste.
9. Receive, inspect, and verify delivery of food supplies.
10. Effectively manage the Central Kitchen and CNS warehouse inventory and assure proper utilization of all goods.
11. Analyze and maintain food cost control and inventory records to determine improved methods for purchasing and utilization of food.
12. Design and implement effective procurement strategies aligned with organizational goals and budget constraints.
13. Complete monthly inventory reconciliation.
14. Monitor and train staff to ensure adherence to appropriate food safety and sanitation practices.
15. Oversee all aspects of the food recall process, from initial alert to resolution, ensuring that recall procedures align with regulatory standards.
16. Maintain high standards of food preparation and service with an emphasis on producing appetizing and appealing meals through plate presentation and product consistency.
17. Collaborate with the District nutrition specialist to incorporate freshly made products on the menu.
18. Partner with internal and external culinary programs and organizations to educate and provide work experience.

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19. Assist with student engagement and participation in menu development and coordinate with culinary classes to provide an opportunity of involvement.
20. Prepare reports and presentations in a variety of formats.
21. Train and lead staff on the proper operation, safety, and sanitation procedures of commercial grade kitchen equipment.
22. Assist in evaluating equipment and tools used in production and food distribution including development of product specifications.
23. Supervise, organize, review, and evaluate the performance of assigned CNS personnel.
24. Attend and assist in coordinating meetings as required.
25. Attend and complete federal regulatory school nutrition professional development training requirements.
26. Support a positive climate of customer service in all interactions and communications with students, District staff, families, and community members.
27. Work a variable schedule, early mornings, evenings, and weekends as required based on catering/special event coordination.
28. Drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations, caterings, meetings, and workshops.
29. Regularly work in variable indoor and outdoor conditions; extended periods of standing and/or walking and work in areas of variable temperature conditions.
30. Perform other duties as assigned.