

## **DINUBA UNIFIED SCHOOL DISTRICT**

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

#### **BASIC FUNCTION:**

Under the direct supervision of the Child Nutrition Services Director or designee, independently directs, plans, participates, organizes and coordinates the operation of an assigned group of school cafeterias within established standards to ensure nutritional, health, safety, sanitation, and financial soundness; performs a variety of highly skilled duties in support of the overall operations of the Food Service Department; adheres to recipes, regulations, and standards; (9 School sites) or more employees; performs related work as necessary or required. Coordinate special events. Holidays and promotional events (National school lunch week, National School Breakfast Week, Staff recognition)

#### **REPRESENTATIVE DUTIES:**

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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

Visit, inspect and audit assigned cafeterias on a regular basis.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, disciplinary actions; monitor performance and provide guidance and suggestions for performance.

Prepares work schedules; and works with FS Leads to ensure staffing and labor hours.

Assures and participates in compliance with work production standards; lead and participate in portion control.

Monitors daily production records of the National School Lunch Program (NSLP), Especially Needy, Breakfast Program (ENBP), Afterschool Snack Program, Child and Adult Care Food Program (CACFP) for accuracy.

Assures menu components meet the requirements for the reimbursable meals at point of sale as specified by the U. S. Department of Agriculture and the State of California

Oversees and participates in the food preparation duties for the CACFP, NSLP, ENBP, Afterschool, Snack Program, and Summer Seamless programs.

Follows the school schedule in completing meal service within a prescribed period of time.

Adheres to meal accommodations for students with special dietary needs.

Ensures/orders necessary amount of food and supplies and checks against invoices as they are received for all deliveries.

Ensures proper record keeping and inventory controls of food, equipment, material and supplies. Stores at the proper temperatures, and regulations; notifies appropriate person of any errors in delivery.

Coordinates all department special events and promotional events for the Child Nutrition department.

Establishes a systemized procedure for the rotational use of foodstuffs, supplies, and materials.

Follows menus, performs and provides leadership in cooking and/or baking as needed; using and or adjusting amount served in standardized recipes. Follows Food Buying Guide, recipes and portion control.

Supervises and maintains food quality standards insuring that foods are appetizingly prepared and served and the time required for the cooking and baking of a variety of foods.

Prepares and maintains a variety of reports, records and files related to assigned activities and personnel.

Creates Food Service correspondence and materials, with minimal supervision, including forms, letters, and flyers.

Assists employees with problem solving solutions with work related issues.

Assists with interviewing and selecting food service personnel as needed.

Follows and supervises prescribed procedures to protect the anonymity of students who qualify for free and reduced meals.

Supervises and maintains food quality standards, insures and participates in foods prepared that they are appetizingly served.

Follows approved housekeeping and safety practices (HACCP) to assure that sanitary and safe conditions are maintained in the kitchen and food service areas.

Initiates work orders.

Provides food service for approved special events as requested by school administrators and approved by the Food Service Director.

Use of current District technology and software.

Review and monitor employee time sheets.

Initiates additional student interest in the school meal programs through nutritional promotion.

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

Attend a variety of meetings as assigned.  
Recommends improved food service procedures.

Performs other related duties as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Personnel supervision, training, evaluation and motivation methods and techniques  
Current local, state and federal food service regulations and laws  
Methods, procedures and techniques for preparing, scratch cooking, baking and serving foods in large quantities  
Sanitation and safety practices and procedures (HACCP); x Safe use, care, operation, and maintenance of institutional cafeteria appliances and equipment  
Menu planning nutrition and Offer vs. Serve program requirements; x Federal and State lunch, breakfast and snack program requirements, CACFP requirements; accommodating children with special dietary needs  
Record keeping, money handling, PDA, and computer use  
Proper methods and procedures for requisitioning, receiving and storing of foodstuffs and supplies; storage and rotation of perishable foods  
District organization, operation, policies and objectives  
Current District technology and software  
Knowledge of Dinuba Unified School District Wellness Policy

**ABILITY TO:**

Effectively evaluate, organize, schedule, and direct comprehensive food service program  
Maintain and monitor work schedules, scratch cook  
Provide constructive input to Food Services Director or designee regarding employee performance  
Prepare and serve a variety of foods in large or batch quantities; in accordance with health and sanitation regulations  
Operate and maintain nutrition service machines and equipment  
Adhere to snack and supper program guidelines and requirements  
Compile data, maintain and prepare clear and concise reports to properly complete and submit paper work  
Understand and carry out oral and written directions  
Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public; Organize, plan, train, and supervise personnel  
Meet schedules and time lines  
Prepare snack and supper and serve attractively, with a minimum of food waste  
Maintain work pace appropriate to given work load; Food Service Manager-District-Wide Program  
Safely operate industrial food service equipment  
Operate current district technological tools effectively (PDA and Computers)  
Perform arithmetical calculations; use Food Buying Guide  
Record keeping, money handling, preparing bank deposits.  
Receive and store food items and supplies; proper lifting techniques

Understand proper procedure for ordering food and supplies from vendors  
Follow a menu and develop necessary revisions; basic weights and measures in food preparation and arithmetic calculations; methods of following and adjusting recipes  
Problem solve  
Use of proper email and phone etiquette  
Comply with current local, state and federal food service regulations and laws  
Take on new responsibilities and adapt to changing situations  
Performs other related duties as assigned

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to three (3) successful years of experience in a quantity food preparation, scratch cooking in a commercial, institutional or school food service setting; three (3) successful years as a Food Service Assistant Manager (preferred). High School graduation or equivalent, supplemented by training/experience in food preparation planning, safety, sanitation, supervision or other closely related areas. Bachelor's degree required, supplemented by training in food preparation, safety, supervision or other closely related areas.

**LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain current valid Food Handlers Managers Certificate required. Valid California driver's license required. Use of Personal Vehicle and / or District vehicle

**WORKING CONDITIONS:**

**ENVIRONMENT:**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL DEMANDS:**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons are regularly required to talk or hear and taste and smell.
- Persons performing service in this position classification will exert up to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. For heavier items, assistance is required.
- Depending on the work location, this assignment may involve standing most of the time, often in confined areas, but will involve reaching overhead, above shoulders, walking, bending, squatting or sitting for brief periods. Persons performing this service will work in a noisy kitchen with routine exposure to heat, cold, and steam resulting from preparing and maintaining food at proper temperatures.
- This assignment will result in frequent exposure to cleaning chemicals and fumes.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate food service related equipment and handle and

work with various materials and objects are important aspects of this job. The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: December 19, 2024