

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Supervisor, Nutrition Services
(Classified Management)

DEFINITION:

Under the general supervision of the Assistant Superintendent, Business Services, plans, organizes, manages, and directs the District's nutrition service program to meet the nutritional needs of students in compliance with District, state, and federal requirements; coordinates with school and other administrative personnel in purchasing, budget, financial and building maintenance services; train, supervise and evaluate the performance of assigned personnel.

EXAMPLES OF DUTIES:

- Manages the overall operations of the District Food Services Program to ensure compliance with federal, state, and District regulations and policies
- Trains cafeteria managers in cooking and lunchroom routine; exercises supervision over cafeteria managers
- Selects and trains all Food Services personnel
- Reviews work of managers and kitchen leads and receives and processes their requisitions for supplies
- Effectively manages the procurement of all nutrition-related items
- Promotes the use of the cafeterias
- Coordinate and arrange for appropriate training of department personnel
- Determine the need for types of quantities of food, supplies, and equipment
- Inspects and tastes food to determine quality, appearance, and edibility
- Inspects cafeterias for operational efficiency, putting into effect desirable changes
- Prepares Type A lunch menus, checking dietary balance, nutritional adequacy, and use of foods in plentiful supply
- Directs the distribution of foods received from subsidy programs and schedules their use
- Assign staff to schools in accordance with workload
- Directs the purchasing of cafeteria supplies
- Assists in planning cafeteria layout and in the selection of placement of suitable equipment
- Prepares departmental budget estimates
- Uses initiative in devising and adopting new methods for the school service program
- Coordinates and oversees food service activities for special District events
- Keeps abreast of the latest technology

Supervises all cafeteria personnel in the District, through site managers, and is responsible for the effective and efficient operation of the food service system district-wide; consults and works effectively with site principals to provide and promote optimum lunch programs to best meet the needs of particular schools; represents the District to federal and state pupil food services agencies.

QUALIFICATIONS:

Knowledge of:

- principles, methods, practices, and procedures relative to the management of a comprehensive school food service program
- nutrition, food values, food combinations, economical/sustainable substitutions, and menu planning
- procedures, methods, techniques, and equipment used in the storage, preparation, cooking, and serving of large quantities of food, including quality and portion control
- applicable federal, state, and local laws and regulations related to school food service, including requirements of the National School Breakfast and Lunch Program
- meal production, planning, and scheduling

- sanitation and safety practices related to cooking and serving food
- commercial kitchen equipment related to cooking and serving food
- principles, methods, and practices of budgeting, accounting, and purchasing
- principles, methods, and practices of effective human resources management administration, supervision, and training
- computer systems and assigned software applicable to the position

Ability to:

- organize and direct the operation of cafeterias.
- train, supervise, and evaluate the performance of assigned staff
- prepare written and statistical reports
- establish standards of operations and administer the nutrition service program in accordance with good nutritional, health, and budget requirements
- create imaginative menus within fixed costs and food available
- interpret and apply various state codes relating to food service
- evaluate operating facilities and make recommendations regarding improvements in safety and productivity
- develop and enforce uniform procedures and personnel practices in accordance with District policies, rules, and regulations, and State and Federal agencies

Experience:

Five years of responsible experience in a supervisory position, preferably in a food services position.

Education:

Equivalent to completion of the twelfth grade or equivalent, supplemented by college-level training in nutrition, food services management, financial record keeping, business management, cost controls, and/or similar fields. Alternative combinations of training and experience may be equally qualifying; for example, each full year of college training may be substituted for one year of experience.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

Physical Requirements:

- Ability to stand or sit for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and on the telephone

- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone
- Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance
- Some locations may have stairs and may not have elevators

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions, and limitations of assigned duties.