

**San Diego County Office of Education  
Personnel Commission**

**CHILD NUTRITION SUPERVISOR**

- Definition:** Under the direction of a Principal, plans, organizes and supervises child nutrition services for the Outdoor Education Program; maintains compliance with Child Nutrition program(s), USDA, California Education Code, SDCOE and other applicable laws, regulations, and policies; trains and leads the work of food services staff.
- Typical Tasks:**
- Supervise the planning and daily operations of the Outdoor Education Nutrition and Food Services Program, including site rentals, to ensure that local, state and federal regulations governing child nutrition programs and food service are met; conduct inspections and tests as necessary to maintain standards required by law.
  - Supervise and coordinate child nutrition activities including menu planning, meal portion, recordkeeping, large-scale food and supply ordering, USDA surplus ordering, pricing functions, and client evaluations.
  - Ensure meals prepared for children with special dietary needs comply with stated requirements.
  - Supervise and participate in the preparation of main dishes, salads, desserts, and bakery goods.
  - Develop food services goals and procedures; evaluate and monitor practices and procedures related to effective techniques and licensing, health and safety requirements; recommend practices for improvement.
  - Resolve food production and operational problems on a day to day basis.
  - Oversee maintenance of food preparation equipment.
  - Oversee reimbursement claims processing with the Department of Education; work closely with business staff in the provision and maintenance of financial data; participate in audits conducted by the Department of Education.
  - Manage food service budgets; monitors contract revenue and work unit expenditures for food production, support staff and other incidentals.
  - Respond to questions from school staff, parents, and the public regarding Outdoor Education nutrition and food services.
  - Assure compliance with a variety of laws, rules, codes, regulations and negotiated contract agreements related to nutrition, food services, employment and labor relations of the County Office of Education; respond to complaints and requests for information from federal, State, school district and other agencies as directed.
  - Schedule, train, and oversee the work of staff engaged in nutrition and food services.
  - Develop training programs for staff to convey program philosophy, quality meal preparation and health and safety procedures.
  - Assist in the development and implementation of new projects.
  - Interface with contractors, vendors, clients, staff and other external people in performing assigned duties.
  - Attend meetings, make presentations and participate in professional organizations as required.
  - Perform related duties as assigned.

**Minimum Qualifications:** Thorough knowledge of: federal, state, and local rules and regulations governing child nutrition and food service in schools; sanitation and safety standards for food service; menu planning; food service purchasing; inventory procedures; supervisory and leadership techniques. Ability to: organize and assign work to meet accepted performance standards; lead quantity preparation of main dishes, salads, desserts and bakery goods; lead the research and evaluate cost-saving measures related to the purchasing of food and supplies; make arithmetic calculations; maintain records using a computerized system; compile information and prepare correspondence and reports; read, understand and interpret related rules and regulations; exercise independent judgment within the scope of authority; communicate effectively in both oral and written form; establish effective working relationships with a wide variety of staff and clientele.

**Working Conditions** Large scale kitchen environment. Exposure to extreme heat and cold, sharp objects, electrical appliances.

**And Physical Abilities:** Physical condition sufficient to maintain a rigorous work schedule; hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; lifting moderately heavy objects.

**License Requirement:** Food Service Handler certificate. Must be able to obtain a Food Service Managers' Training Certificate within six (6) months of appointment.

**Education and Experience:** A combination of training and experience which provides the level of knowledge and ability described in the Minimum Qualifications section above. A typical qualifying background would include two years increasingly responsible experience in a large-scale food service position, preferably in a school setting, including primary responsibility for ordering, menu planning, and the scheduling of staff.

<b>Established</b>	<b>Revised</b>	<b>Approved by Personnel Commission</b>	<b>FLSA Status</b>	<b>Salary Range</b>
2/2012	06/19; 07/23, 06/24	Feb. 15, 2012	Non-Exempt	Classified Support Grade 56