

BUENA PARK SCHOOL DISTRICT

CHILD NUTRITION SERVICES SUPERVISOR

DEFINITION

Under the supervision of the Director of Child Nutrition Services or designee, independently directs plans, participates, organizes, and coordinates the operation of an assigned group of school kitchens and or programs within established standards to ensure nutrition, health, safety, and sanitation; performs a variety of highly skilled duties in support of the overall operations of the Food Service Department; adheres to recipes, regulations, and standards; oversees the operation of School Cafeterias. Performs other related work as necessary or required.

EXAMPLE OF DUTIES

The duties listed below are indicative of the type of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Visits, inspects, and audits assigned kitchens on a regular basis.
- Trains, prepares work schedules, assigns, and supervises the performance of assigned food service workers.
- Ensures and participates in compliance with work production standards.
- Monitors daily production records of Federal and State meal programs for accuracy.
- Ensures menu components meet the requirements for the reimbursable meals at the 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 Federal and State meal programs.
- Prepares additional food items and alternatives as needed.
- Follows the school schedule in completing meal service within a prescribed period.
- Adheres to meal accommodations for students with special dietary needs.
- Ensures/orders the necessary amount of food and supplies; checks deliveries against invoices when received.
- Ensures proper record-keeping and inventory controls of food, equipment, material, and supplies.
- Stores food at the proper temperatures, and regulations.
- Notifies the appropriate person of any errors in delivery.
- Works with Child Nutrition-Warehouse Clerk to assist with delivery operations.
- Establishes a systemized procedure for the rotational use of food, supplies, and materials.
- Follows menus, performs, and provides leadership in cooking and/or baking as needed.
- Follows Food Buying Guide for portion control.
- Maintains food quality standards by ensuring that time standards are met, and foods are appetizingly prepared and served.
- Prepares and maintains a variety of reports, records, and files related to assigned activities and personnel.
- Creates Food Service correspondence with minimal supervision, including forms, letters, and flyers.
- Assists employees with problem-solving solutions to work-related issues. • Follows prescribed procedures to protect the anonymity of students who qualify for free and reduced meals.
- Follows approved HACCP program ensuring that sanitary and safe conditions are maintained in the kitchen and food service areas.
- Provide food service for approved special events as approved by the Director of Child Nutrition Services.

- Use of current District technology and software.
- Reviews and monitors employee timesheets.
- Initiates additional student interest in the school meal programs through nutritional promotion.
- Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Participates in staff meetings, in-services, and training programs as assigned.
- Recommends improved food service procedures.
- Performs other related duties as assigned.

QUALIFICATIONS

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, safety practices, and procedures.
- Safe use, care, operation, and maintenance of institutional cafeteria appliances and equipment.
- Menu planning nutrition.
- Salad Bars in the National School Lunch Program and School Breakfast Program.
- Federal and State meal program requirements, including Offer versus Serve.
- Record keeping and money handling.
- Proper methods and procedures for requisitioning, receiving, and storing of food and supplies.
- Storage and rotation of perishable foods.
- District organization, operation, policies, and objectives.
- Current district technology and software.
- Interpersonal skills using tact, patience, and courtesy, especially as they relate to students.
- Knowledge of Buena Park School District Wellness Policy.

Ability To:

- Effectively evaluate, organize, schedule, and direct comprehensive food service program.
- Maintain and monitor work schedules.
- Scratch cook; speed scratch cook.
- Provide constructive input to the 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.
- Safely operate and maintain nutrition service machines and industrial equipment.
- Adhere to Federal and State meal program guidelines and requirements.
- Compile data, maintain and prepare clear and concise reports to properly complete and submit paperwork.
- Understand and carry out oral and written directions.

- Communicate effectively to establish and maintain effective, respectful, and cooperative working relationships with school staff, colleagues, supervisors, and the public.
- Organize, plan, train, and supervise personnel.
- Prioritize and meet deadlines of scheduled work.
- Receive and route incoming calls and messages.
- Maintain regular attendance and punctuality.
- Be aware of the surrounding work environment and adapt as needed.
- Handle confidential information with discretion.
- Use the Food Buying Guide
- Keep records, handle money, prepare bank deposits, and perform necessary math calculations.
- Understand proper procedures for ordering food and supplies from vendors.
- Follow a menu and develop necessary revisions.
- Utilize basic weights and measures in food preparation and math calculations.
- Follow and adjust recipes.
- Assist in problem-solving solutions with work-related issues.
- Use 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.
- Travel between multiple sites using personal transportation.

EXPERIENCE

- Three (3) years of experience in quantity food preparation,
- One year of experience performing analysis of nutritional content, recipe costing, and developing nutrition education programs, preferably in a school district.
- Three (3) years of experience as a Food Service Manager in a lead capacity.

EDUCATION

- High School diploma or equivalent.
- Post-secondary Education – Preferred.
- Food, nutrition, culinary arts certification, and/or education – Preferred.
- Maintain current valid Safety and Sanitation Certificate (required).
- Pass a rigorous District test related to the field applied.

WORKING CONDITIONS

Environment:

While performing the duties of this job, the employee works in a school site, District facility, and/or mobile kitchen. The employee's primary responsibility is to provide services to students and staff. 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 AND MENTAL REQUIREMENTS

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 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.
- Persons are regularly required to communicate, taste, and smell.
- Work may require standing, reaching overhead and above shoulders, walking, bending, squatting, and sitting.
- Persons performing this service will work in a kitchen with routine exposure to heat, cold, and steam resulting from preparing and maintaining food.
- Work independently, in a team environment, or in a large group.
- 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 handling and working 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 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.

LICENSE REQUIREMENT:

- Possession of a valid California driver's license required.
- Possession of a valid food handlers' certificate. Remain valid throughout employment.

CONDITION OF EMPLOYMENT:

Insurability by the District's liability insurance carrier to operate District vehicles for work.

12-month position

Range: \$73,536 - \$89,388, with a \$260 vehicle allowance.

Revision Recommended: March 10, 2025