

**SUPERVISORY JOB DESCRIPTION**

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**CHILD NUTRITION SERVICES SUPERVISOR**

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**JOB SUMMARY:**

Under general direction of the Child Nutrition Services Program Manager, oversees the Child Nutrition Services (CNS) classified employees who are responsible for the planning, organizing, and directing of activities in multiple kitchen sites.

**ESSENTIAL JOB FUNCTIONS:**

- Trains and provides technical support for CNS personnel, in preparing, serving, storing food, washing and cleaning of all kitchen equipment to meet sanitation requirements and be consistent with District, state, and federal regulations related to CNS.
- Plans, organizes, and directs the food preparation at sites. May clean dishes, cook, store food, and perform day-to-day tasks at sites.
- Estimates number of meals and may order food items for sites.
- Develops systems that reduce food cost and increase quality and variety of food.
- Provides input for CNS employee selection and evaluation purposes.
- Develops, prepares, and maintains written reports, District forms, and other related administrative paperwork for the purpose of measuring program status at sites.
- Travels to sites to provide training, technical assistance, and hands-on support for the purpose of evaluating program effectiveness on a regular basis.
- Provides input to CNS for the purpose of establishing standard operating procedures.
- Assists in the creation of agendas for meetings, may conduct meetings, and evaluates the success of meetings for the purpose of measuring program effectiveness.
- Performs related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Knowledge of the proper methods of preparing, cooking, and storing food; health and safety rules and regulations pertaining to the food service industry; the methods of preparing food in large quantities to provide quality food items to students and staff; and of large scale ordering for multiple sites utilizing computer applications.
- Ability to perform all tasks in kitchens including, but not limited to cleaning dishes and accurate completion of required paperwork; train, assess, and obtain the cooperation of CNS personnel; follow oral and written directions; give clear oral and written directions; use good judgment; work in a fast-paced environment requiring quick decisions; understand, interpret, and explain District policies and state and federal guidelines related to CNS; work within a framework of multiple and complex regulations; and get along well with others.
- Experience – Evidence of at least two years recent, successful, hands-on experience in commercial or institutional food preparation. Recent experience in the following areas: supervision or direction of multiple employees in a food service environment; estimating and ordering appropriate food quantities for use at multiple sites; completion of mathematical calculations relevant to food service industry; training and assessing multiple

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employees in a diverse food service environment; conducting meetings for small to medium size groups; and projecting and ordering appropriate quantities of food needed for multiple sites.

- Education – Graduation from high school or equivalent or completion of courses pertaining to quantity food preparation, food service management, nutrition, menu planning, sanitation, safety, and supervision or equivalent experience and knowledge in a related food service environment.
- Current Food Handlers Card and current ServSafe Certificate.
- Possess a valid California driver's license. Must have a good driving record. Must be insurable under the District's insurance program and must maintain insurability.
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*Supervisor Salary Schedule: Range 16*  
*BOARD APPROVED: 4/20/99*  
*REVISION DATES: 11/17/09*