

**FULLERTON SCHOOL DISTRICT  
CLASSIFIED PERSONNEL COMMISSION  
M10**

**SUPERVISOR OF NUTRITION SERVICES**

**JOB SUMMARY**

Under general direction, plans, coordinates, supervises and administers the scheduling and preparation of Nutrition Service operations at the District Nutrition Center and schools. In addition, the Supervisor of Nutrition Services also plans, develops and prepares nutritionally balanced, cost effective menus for students.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other related management job classifications in that the incumbent is required to plan, coordinate and supervise the operation of Nutrition Services and to plan and prepare District-wide, cost-effective school menus with nutritionally balanced, quality meals for students. The Director of Nutrition Services plans, coordinates and directs district-wide food services in schools and facilities and acts as a liaison with school principals, the community and administrative personnel.

**SUPERVISION RECEIVED AND EXERCISED**

The job incumbent in this classification reports directly to the Director, Nutrition Services. The job incumbent in this classification provides direct supervision to staff within the Nutrition Services department.

**EXAMPLES OF DUTIES-** Duties may include, but are not limited to the following:

- Plans, manages, develops, modifies and prepares menus (i.e., lunch, breakfast, snacks and supper), specifications and recipes to provide quality, nutritionally balanced meals according to dietary guidelines;
- Coordinates orders for food and supplies and generates purchase orders;
- Plans, manages and oversees recordkeeping of stores and inventory of supplies and equipment;
- Updates, maintains and reviews menu items, the specification book and nutrient analysis software;
- Oversees food preparation, distribution and related nutrition service;
- Coordinates special menus to ensure appropriate meals are provided to children with special dietary needs, including food allergies and medical conditions;
- Conducts annual update and reviews menu items to ensure compliance with United States Department of Agriculture (USDA) School Meal policies and related government regulations and laws;
- Conducts menu planning and nutritional analyses, and makes necessary nutritional adjustments, to ensure menus and recipes meet state standards;
- Assists in site monitoring of National School Lunch Program, Summer Food Program, Child and Adult Care Feeding Program and routine cafeteria inspections;
- Participates in the School District Wellness Committee to promote and strengthen wellness policies and administrative rules;
- Participates in writing bid language and specifications and collaborates with District Office staff to ensure purchasing process and procedure is followed;
- Maintains and prepares records for District management, the Health Department and state and federal agencies;
- Assists in determining staffing needs and establishing staffing patterns and coordinates recruitment with personnel department;
- Reviews nutrition service staff timesheets;
- Maintains database of staff work schedule, time and attendance, requested time off, etc.;
- Supervises and assists in evaluating Nutrition Service employee's job performance;

- Assists the Director with planning and conducting staff trainings on topics such as food safety, standardized recipes, meal patterns, portion control and production factors to stay in compliance with Federal and State menu guidelines;
- Implements, supervises and evaluates proper food preparation, distribution and service procedures;
- Plans, develops, coordinates and promotes nutrition wellness by educating students and implementing nutrition education activities such as preparing classroom displays for nutritional education programs;
- Researches, tests and promotes new products, menus, and recipes;
- Assists in, coordinates and oversees food catering, marketing and merchandising strategies related to nutrition services;
- Tracks and monitors USDA commodity balances;
- Supervises university intern students assigned to the Nutrition Service program for field experience;
- Provides nutrition service information to administrators, students, parents and community members;
- Schedules preventative equipment maintenance and makes arrangements for equipment repairs;
- Accounts for cafeteria receipts from schools;
- Implements computer software updates and new technological systems;
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education:** A bachelor's degree in dietetics, nutrition, food science, public health or a closely related field to the duties and requirements of the classification from an institute of higher learning recognized by the Council for Higher Education Accreditation is required. Active status as a Registered Dietician is preferred.

**Experience:** Two (2) years of paid experience in menu planning and working with special diets for schools and/or institutional Nutrition Services including one (1) year in a lead capacity is required. Additional education in a closely related field beyond the minimum qualifications of this classification may be substituted for one (1) year of experience in menu planning and working with special diets for schools and/or institutional Nutrition Services.

### **Knowledge of:**

- Scientific principles of nutrition and application to feeding school-age children;
- Federal and State Nutritional requirements for school-aged children;
- Methods, principles and practices of large scale food service management and preparation, and meal planning;
- Advanced menu planning, analysis and development;
- Methods of adjusting, computing, developing and extending recipes;
- Principles of nutrition analysis and related dietary guidelines;
- Dietary planning for individuals with specialized needs (i.e., allergies, illness, or weight);
- General principles of supervision, training and performance evaluations;
- Processes and procedures involved in ordering, receiving, storing and inventory of food and supplies;
- Health and safety rules and regulations that pertain to the operation of a school food service establishment;
- Applicable local, state, and federal laws, regulations, policies and procedures as it relates to Food and Nutrition Services for students (e.g., National School Lunch, Afterschool Snack, School Breakfast, Child and Adult Care, and Summer Meal programs);
- Principles, practices and/or techniques of record keeping;
- Principles and practices of food sanitation and safety, and Hazard Analysis & Critical Control Point (HACCP) Food Safety System;
- Principles and practices of personnel management and supervision;

- Process, procedures and methods of writing and evaluating informal quotations, formal bids and other related procurement;
- Uses and proper handling and care of institutional kitchen equipment and utensils;
- Board policies and procedures related to the administration of a Food and Nutrition Service program and procurement;
- Principles and practices of customer service;
- Uses of computer software programs and related applications, such as nutrition analysis software and Microsoft Office Suite.

**Ability to:**

- Effectively plan, organize, manage and implement nutrition service operation and District-wide nutrition education and wellness programs and trainings;
- Properly inspect the preparation, serving and distribution of food to assure compliance with health and sanitation regulations;
- Understand and adhere to applicable laws, regulations, policies and procedures as it relates to the Food and Nutrition Services for school-aged children such as the Federal Meal program requirements;
- Effectively utilize and work with a set budget for various nutrition service-based activities such as preparing and planning nutritionally balanced, cost-effective menus;
- Analytically and logically assess and evaluate information to resolve issues;
- Accurately maintain, track and prepare records and reports;
- Accurately and effectively make mathematical computations, conversions and adjustments for recipes and food orders;
- Effectively supervise, train and evaluate assigned staff and manage poor job performance;
- Communicate clearly and effectively, both orally and in writing, to varying stakeholders such as principals, students, staff and the community;
- Properly operate a variety of office equipment;
- Effectively plan, meet and follow through with schedules and timelines;
- Establish and maintain cooperative professional relationships with others;
- Provide quality customer service to all stakeholders;
- Identify, adhere, guide and implement workplace safety, and health policies and procedures related to nutrition services;
- Stay up-to-date on law and regulation changes related to nutrition services;
- Handle all types of food;
- Safely operate a variety of cooking and kitchen machines, equipment, utensils and appliances;
- Maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**License:**

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.
- A valid California food manager certification is required.

**Special information:**

- The operation of a District vehicle is required.
- All applicants are required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 years.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position.*

*Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.*

**Work Environment:** The incumbent works in an office environment, both indoor and outdoor schools and venues, and also in an indoor kitchen environment that is exposed to heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment and metal objects. The incumbent must be able to handle all types of food. The incumbent may also work around knives, dicers, mixers, slicers and other sharp objects and will be required to drive a District vehicle to and from school sites and/or Nutrition Center during all types of weather. Work surfaces may be slippery. This position has direct contact with the public and other employees in-person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment. The noise level in the work environment is usually loud depending on specific work site and/or equipment operation.

**Physical Environment:** Primary functions of the position require physical ability and mobility to work in an office setting in addition to a large kitchen setting as follows: to stand for extended periods of time; twist at the neck and trunk; bend at the waist and stoop, kneel, crouch or crawl; to occasionally reach with hands and arms; to reach overhead, above shoulders and horizontally; to use hands to handle objects and tools; to operate nutrition service equipment; to independently and regularly lift and/or move up to 50 pounds with or without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to monitor food quality and quantity, order supplies, etc.; to hear within the normal audio range with or without correction; to effectively communicate, both orally and in writing, to others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid driver’s license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District’s Pull Notice program is required for this position.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

Supervisor of Nutrition Services <b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission:	11/03/80
Revised by the Personnel Commission:	7/01/85, 10/03/88, 11/8/05, 7/3/08, 9/12/11
Approved by the Personnel Commission:	06/19/17