MERCED CITY SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR, SCHOOL NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Chief Operations Officer and the Director of School Nutrition Services, will supervise and manage the activities and operations of the District Nutrition Services program including ensuring cost effectiveness and compliance with District, State and Federal requirements regarding nutrition, sanitation, safety and record keeping. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the Chief Operations Officer and the Director of School Nutrition Services/Warehouse.

REPRESENTATIVE DUTIES:

Assists in the development and implementation of District Nutrition Service/Warehouse program goals, objectives, policies, and priorities for each assigned service area; resolves problems involving food standards, labor costs, proper use of equipment and serving schedule; Schedules within District policy, appropriate service and staffing levels; allocates resources accordingly.

Supervises the operation of the District's Nutrition Services and Warehouse program in conformance with Federal, State, and local regulations and school district policies.

Assists in the selection, assignment, training, motivation, and evaluation of department personnel. Work with employees to correct deficiencies; implement discipline and termination procedures.

Coordinates through supervisory, and office staff the District's Nutrition Services work plan. Meets with supervisory, office, and kitchen staff to identify and resolve problems; determines work priorities, plans schedules, assigns and reviews work.

Supervises the efficient and cost effective delivery and preparation of all foods and menus in compliance with government health, safety, and sanitation codes and regulations.

Participates in the development and management of the department budget involving revenue and cost analysis, recommend cost saving strategies.

Ensures that menus are prepared and served in accordance with USDA menu planning guidelines.

Coordinate the free and reduced price meal application and verification process; train personnel to approve applications according to federal regulations.

Assist the coordination of District Nutrition Services/Warehouse activities with those of other departments and outside agencies and organizations; provide staff assistance to the Director of Nutrition Service and the Chief Operations Officer; prepare and present staff reports and other necessary correspondence.

Conduct on-site visitations on a regular basis to coordinate and review nutrition service operations, analyzing effectiveness, assuring compliance with laws and regulations, and observing safety and sanitation procedures; providing assistance to Nutrition Service cafeteria/office/warehouse staff to resolve problems.

Assure the maintenance of all nutrition service/warehouse equipment; schedule repairs of equipment through District of outside sources.

Research and recommend new equipment; reviews specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.

Design, plan and implement improved procedures in cooking and food handling.

Review time sheets, financial statements, operating reports inventory and costs control records.

Coordinates the catering function of the department including planning, budgeting, ordering, staff assignment and service.

Coordinates the information technology activities within the department and with other community/school agencies.

Adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the assignment.

Attends and participates in meetings and trainings related to assignments.

Perform related duties and responsibilities as required.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Supervisor of School Nutrition Services works under the direct supervision of the Director of School Nutrition Services. Assists in the supervision of cafeteria managers and the School Nutrition Services office staff.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Operational characteristics, services and activities of a comprehensive school district food service and warehouse program.

Organization and management practice as applied to the analysis and evaluation of programs, policies and operational needs.
Modern and complex principles and practices of program development and administration.
Principles and practices of budget preparation and administration, principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations including health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
Complex principles and systems of meal production planning and scheduling.
Principles of quantity food preparation and food merchandising.
Nutritional and operational requirements of the National School Lunch/Breakfast Program and related Federal and State regulations, including the evaluation of applications for free and reduced price meals for needy students.
Procedures used in ordering, receiving, storing and inventorying food and supplies.

ABILITY TO:
Plan, organize, direct and coordinate the work of supervisory and technical personnel; delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Provide administrative and professional leadership and direction for the District Food Service Program.
Develop, implement and administer goals, objectives, and procedures for providing effective and efficient District Food Service Program services.
Interpret and analyze complex budget reports, allocate limited resources in a cost-effective manner.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods, procedures and techniques and prepare clear and concise reports.
Make arithmetic calculations with speed and accuracy.
Interpret and apply Federal, State and local policies, procedures, laws and regulations.
Use initiative and judgment in discussing problems with district staff and the public, involving department practices and policies.
Perform under demanding and varied work schedules with ability to remain flexible and focused during interruptions and distractions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:
A Bachelor's Degree is preferred and an Associate of Arts degree is required from an accredited college or university with major coursework in Dietetics, Food Service or Restaurant Management, Business Administration, or a related field. Two to three years of increasingly responsible experience in food service, restaurant, or related field including supervisory responsibility. Prefer experience in project management and experience in conducting training workshops.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license. Certification of the National Registry of Food Safety Professionals having completed and passed the Food Safety Certification Examination within 90 days of employment. First Aid (Including Heimlich Maneuver) within 90 days of employment.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment; constant interruptions. Subject to driving a vehicle to conduct work. Subject to working in a school kitchen and/or school cafeteria for short or extended periods of time.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard and other office equipment; physical stamina sufficient to sustain moderate to heavy physical labor for up to eight (8) hours, sit and/or walk for prolonged periods of time, or work in confined spaces; work in high noise level areas; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make judgements and decisions; speaking ability in an understandable voice to be heard conversationally, on the phone, and/or addressing groups; hearing sufficient to communicate in person or on the phone; vision sufficient to read handwritten, printed material.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA)

Legal Reference: California Education Code, Section 35929
Policy Adopted: June 3, 1992
Policy Revised: April 4, 1995
Policy Revised: October 8, 2013