MT. DIABLO UNIFIED SCHOOL DISTRICT

SUPERVISOR, FOOD & NUTRITION SERVICES

Primary Function

Plans, coordinates and supervises the school food and nutrition service operations of multiple assigned units.

Directly Responsible To

Director, Food Services

Supervision

Production Food Service Manager
Principal Food Service Manager
Senior Food Service Manager
Food Service Manager
Food Transport Assistant
Food Service Assistant
Supervise and evaluates other assigned classified staff.

Major Responsibilities

1. Insures compliance with federal, state and local regulations, and district policies and procedures.

2. Assists in the developing, implementing and evaluating goals and objectives for school food and nutrition programs.

3. Oversees and monitors budget and financial management systems for assigned units. Analyzes trends in sales and expenses.

4. Determines meals per labor hour requirements and establishes staffing patterns.

5. Implements the appropriate use of computers and technology systems in the management of assigned units.

6. Plans menus which meet nutritional requirements. Develops and tests recipes.

7. Calculates food costs and determines pricing.

8. Develops and implements nutrition education as a part of the school nutrition program.

9. Plans, assigns, coordinates and supervises the work of a large number of food service personnel.

Supervisor, Food & Nutrition Services - cont'd

10. Evaluates the performance of staff; reviews and recommends personnel actions; supervises the implementation of the union contract.

11. Develops tests and interviews applicants for food service positions.

12. Develops training programs; instructs food service employees.

13. Plans and conducts monthly managers' meetings.

14. Assists in the implementation of the professional growth program for food service employees.

15. Evaluates and selects foods and non-food materials, including equipment.

16. Implements the Summer Food Service Program.

17. Regularly visits assigned units to assess operations and implement changes as needed.

18. Assists in developing policies and procedures relating to food and nutrition services.

19. Determines facility needs and design. Authorizes repairs and recommends replacement of equipment.

20. Develops and implements food service marketing programs.

21. Represents the district to parent and community groups on matters related to food and nutrition services.

22. Responds to parent inquiries and concerns.

23. Meets regularly with students for input on school meals.

24. Works with personnel in other departments or agencies regarding special requests or problems.

25. Makes arrangements for catering and authorizes kitchen use permits.

26. Assists in writing grant proposals for food and nutrition program.

27. Attends job related meetings and activities specified by the Director, Food Services.

28. Performs additional duties assigned by the Director, Food Services as an adjunct to regular stated duties.

29. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualification

Knowledge and Skills

1. Knowledge of modern management methods and practices in institutional food service management.

2. Knowledge of commercial food service equipment.

3. Knowledge of the fiscal management of a food services program.

4. Knowledge of federal and state regulations and guidelines applicable to school food service programs.

5. Knowledge of dietetics and nutrition.

6. Knowledge of nutrition education.

7. Knowledge of sanitation, health and safety laws and procedures.

8. Knowledge of the principles and practices of effective supervision and personnel management.

9. Knowledge of effective marketing and public relations techniques.

10. Skill in coordinating and supervising the operation of multiple food service units.

11. Skill in planning, organizing, coordinating and supervising the work of employees.

12. Knowledge of the principles of staff training and development.

13. Ability to communicate effectively with parents, students, school staff and outside agencies.

14. Skill in maintaining records and preparing and reviewing reports.

15. Skill in establishing and maintaining effective relationships with all departments in the school district.

16. Skill in speaking and writing effectively.

17. Ability to exercise good judgment and tact.

18. Ability to cope with emergency situations.

19. Ability to initiate and coordinate programs and projects.

20. Knowledge of budget development, maintenance, and evaluation.

21. Ability to design and implement procedures.

22. Knowledge of school district operations and procedures.

23. Skill in working with diverse groups and individuals in a manner that achieves district goals.

24. Ability to identify potential problems, evaluate alternative solutions, and prepare sound recommendations.

Education, Training, and Experience

1. Graduation from college with a degree in dietetics, nutrition or related field.

2. Increasingly responsible experience in supervising food service programs and/or activities.

3. Status as a registered dietitian with the American Dietetic Association preferred.

4. An equivalent combination of education, training, and experience.

Adopted by the Board of Education 3/10/98