Position: Supervisor - Nutrition Services	FLSA: Exempt	Work Days: 223
Reports to: Nutrition Services Executive Director or Designee	Salary: Classified Management Salary Schedule – Range G	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:
The Supervisor - Nutrition Services provides leadership, supervision, and operational oversight for assigned school sites to maintain high-quality meal service, consistent department practices, and compliance with federal, state, and local program requirements.

This position supervises and evaluates Nutrition Services employees; provides coaching, training, and guidance to improve employee performance and site operations; and supports department initiatives focused on program improvement, operational efficiency, and enhancing the student meal experience. The Supervisor works collaboratively with Nutrition Services leadership to support districtwide goals and the continued success of Nutrition Services programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Oversee and support Nutrition Services operations at assigned school sites.
- Conduct regular site visits to review operations, provide coaching and support, identify areas for improvement, and establish effective meal service operations.
- Supervise, train, coach, and evaluate assigned Nutrition Services employees; provide feedback and direction; address performance concerns; and participate in corrective action and progressive discipline procedures as needed.
- Provide leadership and support to site leads and Nutrition Services employees; reinforce department expectations, support effective communication, and assist employees in managing daily operations.
- Develop and provide staff training related to food preparation, food safety, customer service, equipment use, technology systems, compliance requirements, and department procedures.
- Monitor compliance with federal, state, and local requirements governing Nutrition Services programs, including meal accommodations, meal counting and claiming, Offer versus Serve, production records, food safety, sanitation, and required documentation.
- Support meal quality standards by monitoring food preparation, recipes, portion control, presentation, and service procedures; gather feedback to help improve menus, increase participation, and enhance the student meal experience.
- Assist with planning, communication, and implementation of department initiatives including new menu items, recipes, equipment, technology systems, procedures, and program improvements.
- Review staffing, schedules, workflows, facilities, equipment needs, deliveries, and site operations; coordinate with appropriate departments to resolve concerns and improve efficiency and consistency.
- Assist with employee selection, onboarding, scheduling, substitute coverage, and coordination of work assignments to support department operations.
- Provide operational support to sites during staffing shortages, equipment issues, service challenges,

emergencies, or other situations impacting daily meal operations.
- Monitor site ordering, inventory practices, food utilization, and waste; work with employees on responsible use of department resources.
- Review records, reports, and operational data; assist with department reviews, audits, compliance monitoring, and preparation of required documentation.
- Monitor safe work practices and support employee safety procedures, training, and injury prevention efforts.
- Serve as a liaison between Nutrition Services, school administrators, district departments, employees, students, and families to support communication and resolve concerns.
- Support Nutrition Services programs, special events, projects, meetings, committees, trainings, and planning activities as assigned.
- Remain current regarding federal, state, and local regulations, policies, and best practices related to school nutrition programs.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:
- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 50 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely equip someone with the required knowledge and abilities could qualify them for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to completion of the twelfth grade is required. Coursework or training in culinary arts, food service management, or nutrition services is required. Supplemental college-level coursework in nutrition, business, public administration, personnel management, or a related field is desirable. Ongoing professional development in school nutrition or food service leadership is required.
- Experience: A minimum of five years of progressively responsible experience in food service operations is required, including at least two years in a lead or supervisory role. Experience may include food production, catering, purchasing, inventory control, accountability, merchandising, and customer service. Experience in school nutrition programs is highly desirable. Experience in a school food service program is highly desirable. Culinary experience or experience supporting scratch cooking, recipe development, and food quality improvements is preferred.

LICENSES AND CERTIFICATES

- Valid California driver's license required
- ServSafe Certificate