

CYPRESS SCHOOL DISTRICT  
Cypress, California 90630

**CLASS SPECIFICATION**

**CHILD NUTRITION SERVICES SUPERVISOR**

**DEFINITION**

Under the direction of the Director of Child Nutrition Services, this is a management-level position responsible for planning, organizing, directing, and evaluating the day-to-day operations of the district-wide Child Nutrition Services program, including production, procurement, distribution, and service of all meals at the central kitchen and school sites. Supervises, trains, schedules, and formally evaluates assigned Child Nutrition Services staff; participates in budget development and cost control; ensures program compliance with federal, state, and local regulations; and performs other related duties as assigned. This is a management classification and is distinguished from lead or lead-worker classifications in that the incumbent has formal supervisory authority, including responsibility for hiring recommendations, training, performance evaluation, and disciplinary action.

**REPRESENTATIVE DUTIES**

- Plans, organizes, supervises, and evaluates the daily operations of the district's Child Nutrition Services program at the central kitchen and school sites.
- Follows and enforces Board Policies, Administrative Regulations, and Standard Operating Procedures; interprets and explains these to staff and stakeholders.
- Supervises, trains, schedules, and formally evaluates the performance of Child Nutrition Services staff; provides input on hiring, coaching, and disciplinary actions up to and including recommending termination.
- Serves as department lead and point of contact in the absence of the Director of Child Nutrition Services; may be delegated authority to act on the Director's behalf.
- Assists in the development, monitoring, and management of the Child Nutrition Services budget, including labor and food cost analysis and control.
- Oversees scheduling and preparation of all food products at the central kitchen and school sites to ensure adherence to quality standards, standardized recipes, and production records.
- Estimates, plans, adjusts, and reviews daily production and inventory needs based on records, participation history, and meal counts from school sites.
- Places and approves orders for broadline foods, produce, bread, dairy, and other products for the central kitchen, warehouse, and school sites; oversees procurement in accordance with applicable purchasing regulations.
- Inspects food products for quality, attractiveness, and overall acceptability relative to nutrition standards and guidelines, and monitors compliance with health and sanitation regulations.
- Plans, develops, and implements menus and recipes that meet student preferences, nutritional requirements, and program standards.
- Organizes and coordinates field trip meals and special events; plans, organizes, and implements marketing of child nutrition and wellness initiatives.
- Develops and delivers staff training on proper equipment use, standardized recipes, food safety, point-of-sale software, and special dietary needs.

- Leads preparation for and participates in audits, administrative reviews, and monitoring visits; develops and implements corrective action plans as needed.
- Acts as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes.
- Maintains a high degree of confidentiality regarding all aspects of the district.
- Exercises independent judgment and discretion in managing daily operations, escalating issues to the Director as appropriate.
- May instruct and supervise student workers in safe, sanitary, and efficient food service procedures.
- Completes state-mandated professional development trainings as required by the USDA.
- Checks district email daily and responds promptly as needed.

## **ORGANIZATIONAL RESPONSIBILITIES**

This is a management position within Child Nutrition Services and functions under the general direction of the Director of Child Nutrition Services. The incumbent exercises full supervisory authority over assigned Child Nutrition Services staff, including responsibility for assigning and directing work, training, formally evaluating performance, and recommending hiring, discipline, and termination.

## **QUALIFICATIONS**

To perform this job successfully, an individual must possess:

### **Knowledge of:**

- Methods, principles, and practices of large-scale food service preparation, distribution, operation, and serving
- Local, state, and federal school nutrition program guidelines
- Principles of supervision, training, and performance evaluation
- Basic budgeting, cost control, and inventory management practices
- Applicable computer software applications and programs, including Microsoft Office Suite and child nutrition software
- Culinary mathematical calculations
- Food service safety and sanitation practices and principles
- Proper lifting techniques
- Interpersonal skills using tact, patience, and courtesy
- English usage, oral and written

### **Ability to:**

- Plan, organize, prioritize, delegate, and direct the work of others
- Supervise, train, and formally evaluate the performance of subordinate staff
- Multi-task various work assignments in a time-efficient manner
- Meet schedules and timelines
- Safely operate a variety of standard kitchen utensils and equipment
- Oversee large quantity food preparation
- Maintain and enforce all required standards of sanitation and safety
- Assure that food items are prepared, served, and stored properly

- Communicate clearly and effectively, orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain effective and cooperative relationships
- Work independently and exercise sound judgment
- Make accurate mathematical calculations
- Maintain regular attendance and punctuality
- Adapt to changing work priorities

### **Education & Experience:**

- High school diploma or equivalent required
- Associate's degree in nutrition, culinary, food service management, or hospitality, or closely related field required; Bachelor's degree preferred
- Equivalent to a minimum of three years of progressively responsible experience in school or institutional food services, including at least two years in a supervisory or management capacity

### **License and Certificate Requirements:**

Must hold and maintain throughout employment:

- Valid Food Safety Manager Certificate (e.g., ServSafe), or equivalent
- Valid California driver's license and ability to travel to district sites

### **PHYSICAL DEMANDS, MENTAL DEMANDS, AND WORKING CONDITIONS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- This assignment may involve sitting much of the time, but will involve walking or standing for extended periods;
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Approved: September 10, 2026