

**SUNNYVALE SCHOOL DISTRICT
CLASSIFICATION DESCRIPTION**

1/2022

CHILD NUTRITION SUPERVISOR

REPORTS TO: Chief Business Officer

WORK PERIOD: 12 months, 261 days

SALARY: Classified Management Salary Schedule - Range II

PRIMARY PURPOSE:

The Child Nutrition Supervisor is responsible for planning, organizing, supervising and coordinating the daily operations for food service production at school sites and the District Office. This position participates in and oversees the cooking, preparation, storage, distribution, sales and serving of a variety of foods in accordance with Federal, and State laws and regulations, as well as, local and state health ordinances and District policies.

ESSENTIAL JOB DUTIES:

- Organize, supervise, and coordinate the activities and operations of the food service program at the school sites, District Office and warehouse.
- Review, maintain, and prepare necessary records and reports such as inventories, nutrition sheets, food counts, food consumption logs, time sheets, and production records.
- Organize, supervise, and assist in the preparation of food in large quantities in accordance with prepared menus.
- Work with District contractors and community partners as appropriate to ensure a quality Child Nutrition Program.
- Train, assign, supervise, and evaluate the work of the food service staff at the school sites, District Office and warehouse.
- Ensure that food items are properly stored, cooked, and served in a safe, sanitary, and timely manner.
- Oversee food/supplies deliveries; inspect deliveries for proper quantity/quality and take appropriate action when discrepancies/quality issues occur.
- Oversees the daily collection, counting, and proper recording/reporting of monies collected.
- Contributes to the implementation of the District's equity policy/statement within the scope and duties of the Child Nutrition Supervisor position.
- Ensure that work sites are maintained and operated in a safe and sanitary manner; train assigned staff in appropriate health and safety regulations; monitor work conditions and procedures at all times; and submit work orders for needed maintenance and repairs.
- Plan the storage of all foods and supplies to maintain adequate fresh stock in good condition and avoid overstocking by maintaining efficient inventory controls.
- Supervise and direct in the preparation and distribution of application forms for free and reduced price meals, audit and verify the completed applications and the entry of data in the student data file.
- Supervise and direct the preparation of memoranda, booklets, and other materials to assist principals in implementing the programs at their sites and consult with them concerning programs in their schools.
- Participate in a variety of food service operations as needed; including cooking, serving, wrapping/packaging, cashiering; cleaning kitchen equipment and work areas.
- Visit food service sites on a regular basis and consult with food service personnel and school administrators to implement improvement and necessary changes in food preparation, quality, menus, work methods, staffing, facilities and equipment.
- Participate in meetings, classes, workshops, and training session, to enhance and develop leadership and

management skills; promote and model exemplary customer service.

- Direct and supervise training activities for department employees and substitutes. Plan in-service programs for staff development days.
- Supervise and oversee catering events.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge, Skills and Abilities

- Federal and state laws and regulations governing Child Nutrition Programs.
- Food preparation, presentation and customer service.
- Coordination of food and beverage services scheduled events.
- Methods of receiving, storage, preparing, packaging and transporting food in large quantities.
- Sanitation and safety practices related to storing, preparing, packing and transporting food.
- Proper lifting and carrying techniques.
- Computer skills required for department food services programs.
- Operation of food service equipment safely and efficiently.
- Principles and practices of training and providing work direction to others.
- Interpersonal skills using tact, patience and courtesy, including ability to provide work direction to others.
- Maintain culinary kitchen areas in a clean and sanitary condition.
- Maintain records and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain policies and procedures, rules and regulations related to assigned activities.
- Meet schedules and timelines.
- Understand and carry out written and oral instructions.
- Communicate effectively in written and oral form.

Education and Experience

Four-year baccalaureate degree with a major in food systems management, nutrition, culinary arts, or hotel and restaurant management.

Minimum of five years of diversified school food service experience with a satisfactory performance in a series of varied and increasingly responsible duties or the equivalent of this experience.

Minimum of three years supervisory experience.

Licensing and Certification

Valid California Driver's License required.

Valid Serv-Safe certificate required.

WORKING RELATIONSHIPS

Reports to the Chief Business Officer. Supervises classified staff members as assigned. Maintains positive working relationships with administrators, District Office staff, parents, community members, and vendors. Develops positive relationships; responds to the needs of students, families, staff and other constituents of the District.

WORKING CONDITIONS:

Environment:

Indoor and outdoor environment.

Subject to heat from ovens.

Subject to cold from walk-in freezer and refrigerator.

Physical Demands:

Standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies, up to 25 pounds.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to monitor food quality and quantity.

Hazards:

Heat from ovens.

Cold from the walk-in freezer and refrigerator.

Exposure to very hot foods, equipment and metal objects.

Working around knives, slicers, or other sharp objects.

Exposure to chemicals and fumes.

EVALUATION:

Evaluation of the Child Nutrition Supervisor is assigned to the Chief Business Officer.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.