

**CHILD NUTRITION SERVICES SUPERVISOR**

**JOB SUMMARY**

Under direction of the Child Nutrition Services Director, supervise employees of the Child Nutrition Department. Coordinate activities of the production/service and school site personnel. Assist the Director in planning and organizing to meet budgetary goals. Provide in service education to department personnel.

**TYPICAL DUTIES**

Implement policies and departmental procedures to assure compliance. Select, orient, schedule, provide guidance and evaluate school site/central kitchen personnel of the Child Nutrition Services Department. Conduct random inspections and site visitations to assure departmental standards of safety and sanitation are met. Monitor production and service functions daily to assure quality, quantity, and sanitation standards are maintained. Provide in service education for employees to include sanitation, safety, food preparation, and other pertinent areas according to departmental procedures. Interpret, implement, and enforce written procedures regarding sanitation and safety. Maintain accurate, current personnel records. Certify department time sheets. Monitor equipment to assure it is maintained in good repair. Suggest alterations in the master menu as appropriate. Monitor the accuracy of employees in conducting inventory, receiving and storing functions, etc. Determine and monitor costs of recipes and menu items. Schedule and chair monthly Youth Advisory Council meetings with parents, students, and staff. Implement and enforce security procedures. Develop and implement a child nutrition marketing program. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates the ability to perform the required duties. A typical qualifying background would include completion of two years of college course work in child nutrition, institutional food management or related field and five years increasingly responsible volume food service experience including two years in a lead or supervisory capacity. Must obtain a food protection manager certification recognized by the International Food Safety Council and San Diego County within the probationary period. Must be able to operate district or personal vehicle to travel independently and continually to district sites to inspect and conduct work.

**Knowledge of:**

Quantity food production including preparation and service, storage, sanitation, and safety. Menu planning to meet nutritional esthetics and psychological needs of students. Basic knowledge of nutrition as it applies to school age children. Application, care, and maintenance of food service equipment. Principles and practices of supervision and training. Oral and written communication skills. Record keeping techniques.

**Ability to:**

Apply professional knowledge and administrative ability to assist in implementing a district-wide school nutrition program. Plan cost effective menus and determine appropriate supply needs. Supervise the preparation of large quantities of food in a sanitary and safe manner. Reason logically and respond independently and creatively. Provide skilled leadership in food service operations. Establish and maintain cooperative working relationships with administrators, teachers, pupils, subordinate personnel, and the general public. Train, supervise, and evaluate the performance of assigned personnel effectively in order to motivate to maximum productivity. Analyze situations accurately and adopt a decisive, appropriate, course of action. Communicate effectively, both orally and in writing.

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Page 2

### **LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

### **PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

### **WORKING CONDITIONS**

May be exposed to extreme hot and cold temperatures, either while cooking or storing/retrieving items from the freezer. Lifting, pushing/pulling moderately heavy and/or bulky items. Exposure to loud noises. Extended periods of sitting, walking, and standing.