

STOCKTON UNIFIED SCHOOL DISTRICT

CHILD NUTRITION OPERATIONS SUPERVISOR

DEFINITION

The Child Nutrition Operations Supervisor will supervise, inspect, and review food service operations at assigned schools/programs. Ensure adherence to laws, standards, and district guidelines. Evaluate taste and presentation of food being served. Participate in the development and implementation of food service programs.

SUPERVISION RECEIVED AND EXERCISED

Receives 1 direction from the Director of Child Nutrition or designee and exercises direction over Child Nutrition employees at assigned schools.

REPRESENTATIVE DUTIES – *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)*

Conduct on site visits to ensure compliance with all applicable federal, state, and local laws and regulations and District and department policies and procedures. Ensure all related documentation is completed accurately and in a timely manner **(E)**.

Monitor food preparation and presentation to ensure staff are preparing correctly and serving appealing meals **(E)**.

Monitor food production amounts, portion control, and use of ingredients and supplies to ensure appropriate planning and use and minimize waste **(E)**

Monitor food safety practices to ensure food is received, stored, prepared, held, and served safely **(E)**

Monitor food and supply purchasing and usage to ensure that it is in line with menus and site needs **(E)**.

Identify training and development needs and conduct training with Leads and staff **(E)**.

Develop and implement training for site staff **(E)**.

Train, supervise, coach, and evaluate staff **(E)**.

Provide and model quality customer service to students and staff **(E)**.

Ensure that sites have all necessary equipment in working order. Place work orders. Recommend purchases for new or replacement equipment as needed **(E)**.

Assist with menu and recipe development. Assist with training and rollout of new menus and recipes in schools.

Assist with the development and implementation of new processes, procedures, or programs.

Maintain regular and prompt attendance in the workplace.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective supervision, training, and evaluation
- Principles and guidelines of school nutrition programs
- Applicable laws, codes, regulations, policies, and procedures
- Food safety practices related to receiving, storing, handling, cooking, baking, and serving food
- Principles and methods of quantity food preparation
- Operation and maintenance of large and small food service equipment
- Computing proper amounts of foods and non-food supplies
- Operation of a computer and assigned software
- Microsoft Office applications
- Computer hardware and software utilized in School Nutrition Services Operations
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Conflict management skills

Ability to:

- Supervise and personally participate in the preparation of food for all food service
- Operate all equipment in food service areas
- Maintain all written documentation as required
- Effectively train, supervise, coach, and evaluate assigned personnel
- Write memos, letters, evaluations, training, etc. with correct grammar, spelling, and punctuation.
- Recommend and implement operational improvements
- Create, implement, and maintain procedures
- Establish and maintain effective working relationships.
- Use tact, patience, and courtesy when interacting with others.
- Understand and follow oral and written directions.
- Work effectively with little or no supervision.
- Use good judgment.
- Manage multiple projects simultaneously.
- Manage time effectively.
- Meet schedules and timelines.
- Operate a personal computer and other modern office equipment
- Follow oral and written directions
- Maintain cooperative working relationships with others

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school and:

- Two years of experience leading and directing the work of others in a high volume commercial kitchen.
- Supervisory experience, including training, coaching, and evaluating employees preferred.
- Completion of college level coursework preferred.

License and Certificates:

- Possession of a valid California driver's license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- ServSafe Food Manager certification – must be obtained within 60 days of hire and maintained throughout employment in the classification

WORKING CONDITIONS:

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person and on the telephone;
- Seeing to read, prepare, and proofread documents;
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment;
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies;
- Standing for extended periods of time.
- Sitting for extended periods of time.
- Reaching overhead, above shoulders and horizontally.
- Walking and bend at the waist, kneel or crouch.
- Seeing to monitor food quality and quantity.
- Tasting to monitor food quality.
- Lifting and/or carrying up to 40 lbs to waist height for short distances.
- Occasionally lifting and/or carrying up to 50 pounds to waist height for short distances.
- Pushing or pulling up to 75 lbs for short distances.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

ENVIRONMENT:

Office and food service environments
Driving an assigned vehicle to conduct work

HAZARDS:

Heat from ovens.
Exposure to very hot foods, equipment, and metal objects.
Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

Salary Placement:

Stockton Unified Supervisory Unit (SUSU)
Range 34 (\$5623 - \$6835)
(12-month work year)

SUSU Approval: 10/28/19
Board Approval: 11/12/19