

NUTRITION OPERATIONS SUPERVISOR

DEFINITION

Under general supervision of the Administrator of Food & Nutrition Services, provides complex analytical support in the planning and development of the Food and Nutrition Program; performs duties in the central office such as planning, training, and supervision of staff; monitors the implementation of grants; gives support to site staff; assists in the short-term absence of Administrator of Food & Nutrition Services; and performs related work as required.

CLASS CHARACTERISTICS

The incumbent works independently and is distinguished from the Senior Food Services Manager by the increased responsibility of supervision of district-wide functions such as grants and state and federal regulations.

LICENSE REQUIRED

Some positions may require possession of Food Handlers Certificate and a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Provides a variety of highly analytical duties such as reviewing requisitions for appropriateness and accuracy. *E*

Researches, assembles, and analyzes information for federal and state reports; gathers required supporting documents; prepares detailed reports. *E*

Monitors the free and reduced-price meal programs as required by the State Department of Education and assists by problem solving and maintaining records. *E*

Coordinates a variety of promotional activities to meet the goals and objectives of grant monies. *E*

Assists the teaching staff with nutrition resources to integrate nutrition in the classrooms. *E*

Assists in developing and conducting orientation, training, and instruction seminars for new personnel in the nutrition service operations; assists with supervision and evaluation of food service staff and the operation of the warehouse facility and delivery routes. *E*

Participates in supervising the central kitchen operation within the District; analyzes operations and makes recommendations for improvements; plans, assigns, and oversees quality control in the preparation, handling, and sale of foods, including reimbursable meals and a la carte foods. *E*

EXAMPLES OF DUTIES (cont.)

Oversees the menu planning to ensure adequate nutrition requirements are met; assists with food testing and recipe development as needed; oversees the planning and coordination of catering events. *E*

Monitors the effective safety and sanitation standards for the distribution of large quantities of food prepared for other schools in the District and any outside contract agencies; monitors food products and storage methods. *E*

Requisitions food stuffs and supplies; checks quantities and condition of ordered foods and supplies; reviews methods for inventorying foods and supplies at the sites; prepares written reports and maintains the records. *E*

Assists with the selection of qualified vendors; reviews bid comparisons and preparation of specifications for food, supplies, and equipment; coordinates the planning and implementation of equipment usage, maintenance, and repairs. *E*

Monitors internal cash controls including the collection and preparation of money for banking. *E*

Operates a variety of office equipment including a computer and related software; operates a variety of standard kitchen and warehouse equipment as necessary; operates District vehicles. *E*

Interacts with students, staff, administrators, and the community. *E*

Performs other assigned duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles of research, data collection procedures, and composition techniques;
2. Legal mandates, policies, regulations, and guidelines pertaining to the school food and nutrition services program including the requirements of the National School Lunch and School Breakfast programs and nutritional requirements of a reimbursable meal program;
3. Record keeping techniques and inventory procedures;
4. Office machines including computer equipment and specialized software;
5. General principals of supervision, training, and performance evaluation;
6. Methods and procedures for requisitioning, receiving, and storing of food items and supplies;
7. Sources for foods, donated commodity food, supplies, and equipment;
8. Food-based menu planning, proper food combinations, and economic food substitutes;
9. Proper methods and practices of large-scale food preparations, quantity cooking, and food portion control;
10. Safety and sanitation procedures; and
11. Basic math.

Ability to:

1. Analyze data and prepare clear and comprehensive reports;
2. Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others;
3. Monitor the operation and scheduling of a large quantity food preparation program involving food transport and inventory control;
4. Review, analyze, and devise efficient and effective food service production methods and techniques;
5. Communicate effectively in oral and written form;
6. Train and evaluate the work of others;
7. Operate equipment found in a school food service facility; i.e., office equipment, computer equipment, and software;
8. Develop and implement marketing surveys and promotions;
9. Make mathematical calculations with speed and accuracy;
10. Operate a vehicle observing defensive driving practices;
11. Understand and carry out oral and written instructions;
12. Establish and maintain effective relationships with those contacted in the course of work; and
13. Maintain work pace appropriate to given workload.

EDUCATION

College level courses in dietetics, institutional food management, quantity food preparation, food and nutrition or closely related area.

EXPERIENCE

Recent experience in food preparation and service including five years supervisory/managerial level experience or equivalent combination of experience and education which provides the required knowledge and abilities including supervision, menu planning, nutrition, work simplification, general accounting, food service purchasing, and catering. Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

WORKING CONDITIONSEnvironment:

Food service facility environment; subject to heat from ovens and cold from walk-in refrigerators and freezers; noise and steam in food production kitchens; exposure to heavy kitchen equipment. Employees may also be required to have skin contact with detergents, abrasives, cleaning solvents, and disinfectants.

Physical Abilities:

Standing and walking for extended periods of time; moderate lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds; and dexterity of hands and fingers to operate kitchen equipment and utensils. Essential and marginal functions may require maintaining physical condition necessary for walking, standing, bending, kneeling or sitting for prolonged periods of time.

WORKING CONDITIONS (cont.)

Hazards:

Exposure to very hot foods, equipment, and metal objects used in cooking and baking; exposure to sharp knives and slicers; exposure to detergents, abrasives, cleaning solvents, and disinfectants.

Special Requirements:

Willing to wear hair net or uniform; willing to use own automobile; willing to work evenings or variable hours including weekends.