

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CHILD NUTRITION SERVICES SUPERVISOR-HIGH SCHOOL**

#### **BASIC FUNCTION:**

Under the direction of the Director-Child Nutrition Services, organize and direct food service operations and activities at District high school sites; coordinate personnel, resources and information to ensure smooth and efficient food service activities; ensure compliance with State and national guidelines related to student nutrition for breakfast, lunch and snack meal supplement programs; coordinate related inventory, sanitation and record-keeping functions; train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize and direct food service operations and activities at an assigned school site; establish and maintain school site food service time lines and priorities; ensure food service activities comply with established laws, codes, regulations, policies, standards and procedures.

Coordinate personnel, student workers, resources, fiscal activities and information to ensure smooth and efficient food service activities; ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily meal count reports; ensure proper distribution and security of cash and meal tickets.

Plan and prepare food for service of hot meals to students and teachers within the guidelines of the National Breakfast and Lunch Program; create recipes; determine appropriate quantity of entrees, side dishes, fruits, vegetables, desserts and other food items for cooking, baking and preparation; ensure compliance with food quality standards including appearance and nutritional requirements; ensure meals are served in a timely manner and at correct temperatures as required.

Train and evaluate the performance of assigned staff; interview and select employees, student workers and recommend transfers, reassignment, termination and disciplinary actions; develop employee schedules, assign employee duties and review work for compliance with established standards.

Determine appropriate quantity of food items for preparation; coordinate food preparation and service activities to ensure served items comply with food quality, freshness, appearance and portion control standards; coordinate and direct catering functions for special school events as needed.

Coordinate activities to ensure staff understanding of food service procedures, specifications and standards; coordinate purchasing and inventory activities; estimate and requisition food quantities, equipment and supplies as needed; receive, inspect and verify delivery of food and supplies.

Monitor activities and personnel to ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to ensure appropriate health and safety standards are maintained.

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Oversee and participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations, personnel, requisitions, purchases, transfers, inventory, meal tickets and assigned activities; prepare and make bank deposits as assigned.

Confer with administrators and personnel regarding cafeteria needs, conditions and menu changes; maintain established food quality standards related to taste, appearance and good nutrition; maintain federal and State standards; ensure proper storage and rotation of food service items.

Communicate with staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; conduct taste testing programs for new menu items as necessary.

Operate standard office equipment including a computer and assigned software; utilize applicable food service equipment.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct employee training sessions.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organization and direction of food service operations and activities.
- Methods of preparing, cooking and serving foods in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Food service quality, portion control and appearance standards related to food items.
- Proper methods of storing equipment, materials and supplies.
- Applicable laws, codes, regulations, policies and procedures.
- Sanitation and safety practices related to preparing, handling, cooking and serving food.
- Standard kitchen equipment, utensils and measurements.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Health and safety regulations.
- Record-keeping and report preparation techniques.

**ABILITY TO:**

- Organize and direct food service operations and activities at an assigned school site.
- Coordinate personnel, resources, fiscal activities and information to ensure smooth and efficient food service activities.
- Train and evaluate the performance of assigned personnel.
- Coordinate food preparation and service activities to ensure served items comply with food quality, freshness, appearance and portion control standards.

Ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.

Communicate effectively both orally and in writing.

Follow and ensure compliance with health and sanitation requirements.

Estimate food quantities and requisition proper amounts for economical food service.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Work independently with little direction.

Plan and organize work.

Oversee and participate in the preparation and maintenance of records and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through: graduation from high school supplemented by college-level coursework in culinary arts, food service management or related coursework and four years increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes and two years in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid and appropriate ServSafe food service certificate(s).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment.

Subject to heat from ovens.

**PHYSICAL DEMANDS:**

Standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and monitor food quality and quantity.

**HAZARDS:**

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.