

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Supervisor of Nutrition and Food Service

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

Supervise, organize, and coordinate the District-wide food service program and to do related work as required.

**SUPERVISOR:** Director of MOFAT

## **TYPICAL DUTIES:**

1. Supervise and organize the District Food Service Program in conformance with Federal and State regulations, school district policies, and State health ordinances.
2. Develop and recommend changes in food service program policies and procedures to district administrators, including application processing and meal ticket handling procedures under free and reduce price meal program.
3. Implements and supervises the preparation of cost control records.
4. Scans master menus for the district, insuring dietary balance and nutritional adequacy, inspects cafeterias for cleanliness and conformance to established operating procedures.
5. Develops specifications for and orders food, related supplies, and food service equipment.
6. Orders USDA donated food when available and assure its proper use in accordance with government regulations.
7. Works with vendors regarding new products and services and/or problems involving their products and services or delivery service.
8. Organizes meetings and workshops to provide training on food preparation and service, sanitation and nutrition.
9. Supervises and assigns food service personnel in accordance with District policies and procedures.
10. Prepare work schedules, train and evaluate assigned staff, and participate in the selection of new employees.
11. Maintains records and prepares reports.
12. Provides nutritional guidance to parents and students.
13. Keeps abreast of developments in school food service management in nutritional education.
14. Monitor and adjust workload assignments as necessary to meet deadlines.
15. Resolve difficult problems referred by subordinate personnel.
16. Perform other duties similar to the above as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Federal and state regulations governing child nutrition programs.

- Principals of good nutrition and their application to school food service and the nutritional well-being of students.
- Food handling sanitation and safety measures used in the operation, cleaning and care of utensils, equipment and work in dining areas.
- Principles of organization and personnel management and development.
- Principles of financial record keeping and cost analysis.
- Problem solving skills.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Plan and administer a large scale food service program efficiently and economically, develop menus, estimate and procure food requirements.
- Supervise, train and evaluate the performance of food service staff.
- Work independently with little direction.
- Maintain records and prepare reports.
- Assure compliance with applicable District policies, procedures and governmental regulations.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain a cooperative working relationship with those contacted in the performance of required duties.
- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- Any combination of training, education, and experience which demonstrates the ability to perform the duties of the position or graduation from an accredited college or university with major work in foods, nutrition, and institutional management.
- Valid California driver's license.
- Drug test clearance.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

**PHYSICAL CHARACTERISTICS:**

- Sufficient vision to monitor a variety of activities and read various documents.
- Sufficient hearing for normal telephone conversations.
- Sufficient dexterity to write, use telephone and business machines.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups.
- Sitting or standing for extended periods of time.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.