

SUPERVISORY JOB DESCRIPTION

CHILD NUTRITION SERVICES PROGRAM SUPERVISOR

JOB SUMMARY:

Under the general direction of the Child Nutrition Director, plans, organizes, and manages essential aspects of the District Child Nutrition program. Supervises and evaluates assigned personnel; committed to teamwork, collaboration, and cross-training to provide optimum services for student, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Provides guidance to Child Nutrition Services (CNS) staff, CNS supervisors and appropriate District staff.
- Conducts evaluations with CNS Director for CNS Supervisors and CNS staff.
- Assists and coordinates the work of the CNS Supervisors.
- Evaluates and recommends improvements in practices and procedures to maximize effectiveness with Child Nutrition operations, staffing, purchasing and warehouse.
- Helps prepare various Child Nutrition and warehouse reports and documents.
- Assists CNS Director in collaborating with other District departments as required to support District goals in conjunction with Child Nutrition.
- May serve on various District committees as a representative of CNS.
- Trains and provides technical support for CNS personnel, in preparing, serving and storing food, washing and cleaning of all kitchen equipment to meet sanitation requirements and be consistent with District, state and federal regulations related to CNS.
- Plans, organizes, and directs food preparation at sites, central preparation kitchens, and/or the bakery. At times, may clean dishes, cook, and store food and perform day-to-day tasks at sites.
- Estimates number of meals and orders food items for sites.
- Develops systems that reduce food cost and increase quality and variety of food.
- Provides input to site supervisors for CNS employee selection and evaluation purposes.
- Develops, prepares, and maintains written reports, District forms, and other related administrative paperwork for the purpose of measuring program status at sites.
- Travels to sites to provide training, technical assistance and hands-on support for the purpose of evaluating program effectiveness on a regular basis.
- Provides input to CNS for the purpose of establishing standard operating procedures.
- Assists in the creation of agendas for meetings, conducts meetings, and evaluates the success of meetings for the purpose of measuring program effectiveness.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Prior work-related experience with increasing levels of responsibility including supervision of personnel and projects.
- Knowledge of the proper methods of preparing, cooking and storing food, health and safety rules and regulations pertaining to the food service industry, methods of preparing food in large quantities to provide quality food items to students and staff, and large-scale ordering for multiple sites utilizing computer applications.

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- Ability to organize work groups to complete jobs efficiently and in a timely manner and effectively supervise the work of several groups; prepare program plans to enhance operations and improve services to clients; effectively interpret policies, procedures, and laws and analyze data and draw logical conclusion; work effectively both independently and as a team member; ability to communicate effectively orally and in writing and to establish and maintain effective relations with staff and public; communicate and interact effectively and professionally under pressure.

EDUCATION AND EXPERIENCE:

- Any combination of equivalent to a bachelor's degree in nutrition, business administration, or related field and two years increasing responsibility experience in the administration of a school district food and nutrition program.

CERTIFICATIONS/LICENSES:

- Current Food Handlers Card and valid California Driver's License required.
- Food Service Manager's Training Certification from the County Department of Health.