

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: CHILD NUTRITION SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director- Child Nutrition Services, plan, organize and supervise District food and nutrition services operations and activities including the preparation, cooking, serving, distribution and selling of food items at District school sites and in the Central Kitchen; coordinate and direct communications, personnel, menus, inventory, accounting functions and quality control activities to meet District food service needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and supervise District food and nutrition services operations and activities including the preparation, cooking, serving, distribution and selling of food items at District school sites and in the Central Kitchen; inspect food production methods, assuring that food is being prepared and served on schedule.

Plan, organize and supervise the cooking, baking, assembly, packaging, preparation, distribution and heating of breakfast and lunch meals including entrees, side dishes and desserts; coordinate activities to assure meals and food items comply with food quality, freshness, appearance and portion control standards; assure proper temperature of foods in transport and at District school sites.

Coordinate and conduct in-services and food service training programs in a variety of food service areas including proper preparation, storage, rules, regulations and guidelines, sanitation and safety, and others as needed; monitor work and assure compliance and safety and other State and federal laws, rules and regulations; serve as a resource to staff as needed.

Train, supervise and evaluate the performance of Child Nutrition Services personnel; assign employee duties and review work to assure accuracy, completeness and compliance with established requirements; interview and select employees according to established procedures; recommend transfers, reassignment, termination and disciplinary actions; certify department time sheets; evaluate the performance of assigned personnel.

Organize and monitor the purchasing, transportation, distribution and storage of food and related supplies to various District sites; prepare product recommendations; write specifications for the purchase of items such as food, supplies and equipment; oversee and approve food, supply and equipment requisitions; monitor inventory levels.

Visit school sites to meet with staff, provide support and assistance, inspect facilities, direct food service activities and assure smooth and efficient operations and compliance with established regulations; provide school site coverage in a variety of areas such as cashiering and food preparation as needed.

Conduct random inspections and site visitations to assure departmental standards of safety and sanitation are met. Monitor production and service functions daily to assure quality, quantity, and sanitation standards are maintained

Supervise food service cashiering and accounting functions; assure proper and accurate collection and accounting of monies; reconcile cash accounts; review and verify accuracy of receipts, and sales and meal count reports; complete a variety of reports for different feeding programs; determine and monitor costs of recipes and menu items.

Review menus and meal counts and determine necessary food items, equipment, utensils, and staffing requirements are met;

Operate a computerized point of sale (POS) system; provide training to Child Nutrition Services staff on the proper use and operations of the POS system; maintain current knowledge of updates and new versions of system software; order, download and install new updates and versions.

Provide in service education for employees to include sanitation, safety, food preparation, and other pertinent areas according to departmental procedures. Interpret, implement, and enforce written procedures regarding sanitation and safety.

Schedule and chair monthly Youth Advisory Council meetings with parents, students, and staff.; implement and enforce security procedures; develop and implement a child nutrition marketing program.

Prepare and maintain a variety of narrative and statistical reports, records and files related to District Child Nutrition Services; submit reports to appropriate agencies to assure State and federal expense reimbursements.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and operation of a large food service program.

Food service and commodity purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials and equipment utilized in a school district food service operation.

Nutritional requirements of school-aged children and menu preparation.

Budget preparation and control.

Oral and written communication skills.

Health and safety regulations.

Inventory methods and practices.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a POS system, computer and assigned software.

ABILITY TO:

Plan, organize, control and direct District-wide food service operations and programs.
Assure food service programs and menus comply with applicable federal regulations and nutrition standards.
Coordinate and conduct a variety of food service training programs.
Train and evaluate the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of college level coursework in child nutrition, institutional food management or related field and five years increasingly responsible volume food service experience including two years in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.
Must possess, and maintain possession, of a valid Food Handler's card issued for San Diego County.
Valid ServSafe certification.
Incumbents in this class must obtain a food protection manager certification recognized by the International Food Safety Council and San Diego County within the probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard and food service equipment.
Seeing to read a variety of materials and monitor nutrition services operations.
Sitting or standing for extended periods of time.
Walking during site visits and inspections.
Climbing ladders and working from heights.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.