JOB DESCRIPTION

San Leandro Unified School District

Supervisor - Food & Nutrition Services

Purpose Statement

The job of Supervisor - Food & Nutrition Services is done for the purpose/s of providing support to district food services by organizing operations and supervising the food and nutrition programs and services; overseeing assigned personnel; managing all food service orders; production and serving of food; providing information to others.

This job reports to Director, Food and Nutrition Services

Essential Functions

- Assists the Director in planning, coordinating and directing programs for the purpose of ensuring that functions of the department are at optimal efficiency according to District standards, codes and other regulations.
- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Trains employees on food service safety, equipment, job responsibilities and district policies and procedures for the purpose of ensuring that staff is prepared to perform duties.
- Coordinates and oversees work schedules at school sites for the purpose of ensuring adequate staff coverage.
- Coordinates and supervises food preparation and planning following menu guidelines for the purpose of ensuring the efficient delivery of food to students.
- Orders, receives deliveries, and maintains food inventories for the purpose of ensuring that the proper amount of food and supplies are available for student programs.
- Oversees and performs duties related to the onsite food sales for the purpose of ensuring that sales revenue and cash handling is conducted in accordance with policies and regulations.
- Reconciles sales, accounts for food sales cash, and coordinates the deposit of money for the purpose of accurately accounting for revenue.
- Oversees budgets as appropriate for the purpose of ensuring the proper use of district funds.
- Performs annual evaluations on food service staff for the purpose of monitoring and improving performance as needed.
- Oversees the operations of special programs such as the National School Lunch Program, Breakfast Program, After School Snacks and CACFP for the purpose of implementing them effectively.
- Manages summer food operations and programs for the purpose of providing food to students in summer programs.
- Follows applicable codes, policies, and regulations such as HACCP rules for the purpose of ensuring that food safety standards are met.

- Supervises work and workplace safety standards for the purpose of ensuring compliance regulatory requirements and district preventive maintenance processes.
- Establishes and maintains systems to check, inspect, and monitor food safety as it relates to food storage, preparation and service for the purpose of ensuring the safe handling and preparation of food.
- Completes participation reports, production records and paperwork/records as required.
- Coordinates and evaluates merchandising and sales of a wide variety of ala carte food items and meals.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Performs functions of other food service positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; collecting money; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, ad/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quality food preparation and handling; and health standards and hazards.

ABILITY is required to schedule activities and/or meeting; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies require to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent; Bachelor's preferred

Equivalency

Required Testing	Certificates
Pre-Employment Proficiency Test	Food Safety Manager ServSafe Certificate Driver's License and Evidence of Insurability

Continuing Educ./Training	Clearances
Maintain certificates and /or licenses	Criminal Justice Fingerprint/Background Clearance TB Screen

FLSA Status	Approval Date	Salary Range
Exempt	Pending Board Approval: 9/11/18	50