

## CHICO UNIFIED SCHOOL DISTRICT

### FOOD SERVICES SUPERVISOR

#### DEFINITION

Under general direction, to plan, organize and direct the District food service program, including school lunch, breakfast and special food service offerings; to plan, organize and implement operational procedures designed to ensure a cost effective and cost beneficial operational mode; to serve as a resource to District personnel and the educational community concerning nutritional education and appropriate child dietary needs; and to do other related functions as required.

#### ESSENTIAL DUTIES

- Plans, organizes, coordinates and directs the District food service program.
- Plans, organizes, develops, and implements policies and operational procedures which ensure adherence to District, State and Federal policies, regulations and guidelines pertaining to an effective and efficient food service program.
- Plans, organizes and coordinates the preparation and dissemination of State and Federal required school lunch and breakfast related reports.
- Establishes and maintains standards for quality and quantity control, cleanliness and sanitation.
- Monitors and evaluates the purchasing, receiving, storage and distribution of food and nonfood items, supplies, materials and equipment.
- Plans, organizes and conducts personnel in-service and orientation training programs.
- Confers with and advises site and District personnel and members of the school community regarding food service problems, issues and concerns, and recommends alternative problem solutions.
- Assists food service personnel in determining appropriate courses of action regarding solutions to unusual or unforeseen problems and concerns.
- Reviews, monitors and evaluates the performance of food service personnel.
- Directs and coordinates the preparation of food service menus and the use of foodstuffs that are in plentiful supply.
- Prepares or assists in the preparation of specifications for food service supplies, materials and equipment.
- Participates in the testing and selection of new food service products, supplies, materials and equipment.
- Plans, organizes, develops and maintains a data management, storage and retrieval system.
- Plans, develops and implements a preventative maintenance program for food service facilities and equipment.
- Participates in budget planning, and in the development, implementation and maintenance of inventory and expenditure control procedures.
- Meets and communicates with school and community groups to gain input and promote the food service program.
- Drives to and from food service facilities.

#### QUALIFICATIONS

##### Knowledge of:

- Principles, procedures, methods, techniques and strategies relative to the management of a comprehensive food service program;
- Nutrition, dietary values, proper food combinations and economic food substitutes;
- Legal mandates, policies, regulations and guidelines pertaining to a food service program;
- Practices, methods, procedures and strategies of management, organization and supervision;
- Safe and sanitary working methods and procedures.

Ability to:

- Effectively and efficiently plan, organize and direct the functions and activities of a comprehensive food service program;
- Develop product and service specifications;
- Direct and coordinate the preparation of menus that create a balanced and nutritious diet for children of various age levels;
- Plan, organize, establish and maintain appropriate, efficient and effective data management, storage and retrieval systems;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative organizational and community relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of responsible experience coordinating and directing a comprehensive food service program, two years of which must have been in a school district or large commercial operation.

Education:

Completion of a Baccalaureate or higher degree with emphasis in home economics, institutional food management, dietetics, or a closely related field.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.

PC - September, 1997