

**CHICO UNIFIED SCHOOL DISTRICT
NUTRITION SERVICES SUPERVISOR**

DEFINITION

Under direction of the Director-Nutrition Services, supervise, plan, organize, train, coordinate, and direct the food production, distribution, and serving of food. Responsible for cooking, preparing, and serving food, maintaining clean and sanitary kitchen and food service areas; and to perform a variety of technical tasks. Responsible for the coordination and direction of nutritional services activities for internal and external customers.

SUPERVISION EXERCISED

Supervises, trains, and directs the work of Nutrition Services staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, prioritize, assign, and direct the work of staff responsible for providing food service activities and services, including cooking, preparing, and serving food and maintaining clean and sanitary kitchen and food service areas.
- Supervise, plan, organize, coordinate, and direct the food production, distribution, and serving at sites.
- Participate in the interview and selection of new employees.
- Train assigned employees and direct the work of assigned staff.
- Supervise and evaluate the work performance of Nutrition Services staff.
- Implement operations changes of the Nutrition Services Department.
- Assist in the quality and cost control of the District's nutrition service program.
- Coordinate the Workers Compensation program for the Nutrition Services Department.
- Accurately prepare and maintain a variety of records and reports such as meal claim reporting, the monitoring of nutrition service expenses, and other financial data.
- Prepare and maintain budgets; review invoices to ensure accuracy.
- Plan and select menus, and determine quantities of food to be produced for serving locations; determine food and supplies requirements, and exercise control over distribution and inventories.
- Oversee and evaluate the planning, organization, and coordination of timely preparation of food for multiple food service programs.
- Recommend and assist in the implementation of department goals and objectives; establish schedules and methods for providing food service services and activities; implement policies and procedures.
- Provide excellent customer service by establishing positive relationships with District personnel, representatives of external organizations, and community members; respond to phone calls, e-mails, letters, and other communication.
- Inform, assist, and educate District personnel, community members, and representatives of external organizations on wellness and competitive food sales.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Develop an excellent working and professional relationship with students, parents, District staff and public sector clients.
- Assist staff by directing and performing major cooking tasks involved in preparing and catering meals in accordance with prepared menus.
- Participate in menu and facility planning and equipment specifications.
- Order and prepare food to meet menu requirements; arrange for the proper storage of food and supplies; complete inventories as needed.
- Maintain and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Create efficient/effective staffing models that meet the menu requirements and create an appropriate cost allocation for the items being served.
- Prepare catering contracts and supply invoicing for events.
- Design, cost and organize school catering functions.
- Create new sales opportunities for the District.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Food ingredients and their nutritional value;
- Operations, services and activities of a food service program;
- Principles of supervision and training;
- Procedures, methods and techniques of cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area;
- Pertinent federal, state and local laws, codes and regulations;
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment;
- Occupational hazards and standard safety practices necessary in food preparation and service;
- Basic principles, methods and procedures of inventory maintenance;
- Basic mathematical principles;
- Use and operation of weighing and measuring devices;
- Proper food handling and storage practices and procedures;
- Modern office practices, methods and equipment.

Skill to:

- Operate a variety of modern institutional kitchen tools, appliances, and equipment in a safe and effective manner;
- Successfully utilize a point of sale system and inventory management system;
- Utilize computer equipment and software needed in the operation of the nutrition services program;
- Operate modern office equipment;
- Type or operate a keyboard at a level proficient for successful job performance;
- Modify recipes when ingredients are missing or an adjustment has to be made to an existing recipe to accommodate a specific dietary need, taste, or quality attribute such as consistency;
- Perform the full range of food preparation and serving duties;
- Perform mathematical computations quickly and accurately;
- Safely operate a motor vehicle.

Ability to:

- Write and calculate the cost of menus;
- Plan, coordinate, oversee, and operate small and large-scale catering events;
- Work independently in the absence of supervision;
- Exercise sound judgment, flexibility, and creativity in response to changing situations and needs;
- Establish and adhere to an efficient schedule in the preparation and serving of food;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Apply and maintain high standards of sanitation and personal hygiene;
- Communicate professionally and effectively both verbally and electronically;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Five (5) years of responsible food service experience including some supervisory experience.
- Four (4) years of catering or restaurant experience, including one (1) year direct catering sales in a high-volume capacity or retail sales.
- Three (3) years of experience managing multiple crews at multiple sites including experience working under pressure within a food business, for example: line cook, quick order or short order cook.
- One (1) year of experience demonstrating the ability to create healthy alternatives to existing menus for clients.
- Three (3) years of experience researching products and finding quality low-cost sellers.

- Three (3) years of experience ordering food, equipment, and linens.
- Three (3) years of recipe cost and development experience to include a wide variety of ethnic foods, as well as knowledge of different proteins such as meat, fish, poultry.
- Three (3) years of experience in research and development of nutritious foods such as salads, entrees, and bakery goods.

Education:

- Associate degree with concentration in food service management preferred.

Training:

- Specialized training or course work in food preparation, food service management, child nutrition or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain a valid ServSafe certification by the 5th month of employment.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability by the District's liability insurance carrier.
- Must be at least 21 years of age.

Special Requirements:

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.