



Fremont Unified School District

Classified Management Job Description

Supervisor, Child Nutrition Services

Definition

The Child Nutrition Services Supervisor reports to the Director, Child Nutrition Services. The supervisor will supervise the child nutrition operations of an assigned set of schools; to assist in coordinating part of the activities of the District's Child Nutrition Services department; to assist in ensuring the quality and cost control of the food service program; to assist in training child nutrition employees and to perform other job-related duties as required.

Essential Duties and Responsibilities

- Depending on the assignment, duties may include but are not limited to the following.
- Visits the assigned set of schools on a regular basis to observe the activities of child nutrition managers and assistants, to determine needs for improvements; checks the quality of food services to ensure satisfaction of standards.
- Provides instruction and guidance to the assigned managers and assistants regarding proper practices of food preparation, serving, and storage, in accordance with established standards and procedures; provides continuing guidance to ensure compliance with the established policies.
- Contributes suggestions for improvement in techniques and methods affecting the District's Child Nutrition Services operations.
- Obtains data and information pertaining to food quantities; keeps records and prepares periodic reports as needed.
- Secures substitute staff for daily replacement purposes; maintains records.
- Assists in menu development and conduct nutritional analysis to meet nutritional requirements.
- Reviews orders from kitchens; coordinates warehouse deliveries.
- Assists in promoting nutrition education and market Child Nutrition Program activities.
- Trains child nutrition service managers and assistants and conducts staff evaluations and handles disciplinary actions.
- May function in a limited capacity in the absence of the Director, Child Nutrition Services.
- Assists in coordinating repair, maintenance and replacement of child nutrition equipment.
- Assists in reviewing and approving applications for free and reduced price meal program.
- Communicates with site administrators, staff, students, and parents regarding Child Nutrition Services programs and issues.
- Oversee all food, supplies and equipment returns from school sites.

Qualifications

Successful Experience in:

- Methods, practices, and techniques of large quantity food service operations;
- USDA and California Health Code laws, regulations and guidelines pertaining to child nutrition programs, services and equipment.
- Principles and practices of employee supervision and training.
- Standards of quality in the preparation, service, and storage of foods;
- Nutritional requirements for students and adults;
- Standards of safety and sanitation in the handling of foods.

Ability to:

- Provide guidance and training in child nutrition operations, practices and procedures;
- Supervise and train support staff;
- Interpret, apply and explain established policies and standards;
- Estimate required food quantities and provide for economical preparation;
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

Experience and Education

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying.

Education

Required:

Equivalent to completion of two years college in food service management, child nutrition, dietetics, or a related field, or additional work experience on a year for year basis.

Desirable:

Bachelor's degree is desirable.

Experience

Required:

Four years of increasingly responsible experience in food services (institutional, such as school district, hospital, correctional facility), including staff supervision.

Desirable:

Supervision of staff at multiple sites, ServSafe Certification, school menu planning and nutrition analysis, interviewing employment candidates, evaluation of staff and operating cafeteria point of sale software and computer knowledge of Word/Excel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent will be sitting at a desk in an office environment, using a computer for many of the tasks to be performed. The incumbent will be required to travel to various kitchen facilities within the District, standing for 1 to 2 hours at a time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent regularly works inside an office environment and outside. The incumbent will be required to travel to various facilities within the District. The usual and customary methods of performing the job's functions require the following physical demands: some lifting 30 - 40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

Other Conditions of Employment

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Department of Justice background record, which is relevant to the position.

Licenses and certificates:

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

U.S. Proof of Residency

Required Testing Pre-Employment Proficiency Test will be required.

Clearances Criminal Background Clearance

FLSA Status

Exempt

Approval Date

N: 12/80 R: 11/85 R: 5/99 R: 8/10 R: 6/14

Salary Range

FSMA 7

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.