



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 97-2023/24
 DOCUMENT NO. 89-2023/24
 DATED: 06/20/2024

<u>CHILD NUTRITION SPECIALTY SERVICES SUPERVISOR</u>	
DEPARTMENT/SITE: Child Nutrition REPORTS TO: Director of Child Nutrition	SALARY SCHEDULE: Classified Supervisory SALARY RANGE: 6 WORK CALENDAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director of Child Nutrition, the Child Nutrition Specialty Services Supervisor supports the educational process with specific responsibility for planning, organizing, directing, and reviewing the District’s food service operations; plans the Master Menu, especially for students identified with special nutrition needs; monitors analyzes and reports nutrient analysis; and ensures compliance with federal requirements and other regulations pertaining to the District’s nutrition program, The incumbents in this classification provide the school community with meals that meet student’s nutritional requirements which directly support student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists as directed by the Assistant Director of Child Nutrition with ensuring that Federal guidelines are followed for the child nutrition program provided to the general student population.
- Coordinates food preparation for special events such as field trip meals and other off-site activities requiring availability of food/meals.
- Coordinates with Child Nutrition personnel for the purpose of implementing and maintaining services and/or programs.
- Develops and tests recipes occasionally as directed for the purpose of determining attractive food presentation, taste, and compliance with child nutrition standards.
- Implements assigned activities and/or projects for the purpose of complying with regulatory requirements and established guidelines.
- Meets with various Child Nutrition staff site leads and supervisors to identify issues and address problems requiring supervisory attention.
- Operates specialized equipment used to wrap meals for transport, including troubleshooting minor issues and calling for servicing as needed.
- Participates in meetings, workshops, and seminars to convey and/or gather information, identify new ways to better serve students, and/or improve the taste and freshness of meals.
- Plans the District's Master Menu for students identified with special dietary needs (e.g., allergens, specialty food requirements) for the purpose of ensuring that federal guidelines are

followed for child nutrition programs.

- Prepares a variety of materials (e.g., reports, spreadsheets, transport logs, memos, letters, procedures, manuals, etc.) to document activities, meal counts, providing written reference, and/or conveying information.
- Recommends policies, procedures, and/or actions (e.g., food purchases, equipment, menus, programs, etc.) for new programs and providing feedback to meet the district's goals and objectives for child nutrition.
- Supervises a small staff in Child Nutrition to order specialty products and maintain equipment for specialty meals and non-allergen dietary requirements.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- All Child Nutrition program requirements and guidelines
- Health and sanitation standards/hazards and safety practices and procedures related to quantity food handling, preparation, and serving
- Food and nutrition principles and food technology
- Recipe development and analysis
- Principles and practices of supervision and training

Skills and Abilities to:

- Apply appropriately and effectively principles and practices of supervision and training
- Adapt to changing work priorities, processes, and procedures
- Communicate and work with diverse groups and individuals
- Plan and manage projects
- Assign tasks to employees and evaluate their performance
- Provide guidance and feedback to team members
- Analyze issues to solve problems and create action plans
- Set priorities and meet deadlines and schedules
- Work independently with minimal direction
- Follow oral and written instructions, directions, procedures, and protocols relating to Child Nutrition Services
- Work as part of a team
- Process and work with detailed information and data
- Operate standard office equipment including a variety of assigned hardware and software applications
- Prepare and maintain accurate records

RESPONSIBILITY:

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

An Associate degree from a nationally approved accredited college or university in food service management, nutrition, or related field.

EXPERIENCE REQUIRED:

Three (3) years of work experience in a large food facility that included volume food handling, preparation, storage, and serving and that included supervisory experience delegating work to employees and providing performance evaluation. Experience in a school food service program at both the elementary and secondary school levels is preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License for travel to/from District Office and school sites and to workshops, conferences, and training relative to the performance of job functions, duties, and responsibilities.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain the Food Manager Certificate within twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through the District’s provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen