

Madera Unified School District Classified Job Description

Operations Supervisor-Child Nutrition

Purpose Statement

The job of Operations Supervisor-Child Nutrition was established for the purpose/s of supporting the educational process with specific responsibility to assist the Director of Child Nutrition in overall monitoring of school food service operations, maintaining quality control standards, procedures, and regulations. Special emphasis on menu planning, nutrient analysis, food service employee supervision and training, for directing food service activities and personnel at multiple sites ensuring that job functions are performed in a safe and efficient manner; meeting the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health standards.

This job reports to Director of Child Nutrition.

Essential Functions

- Assist the Director of Child Nutrition Food Services in managing and overseeing the activities and operations related to the District Food Services system.
- Exercises considerable judgment and discretion in accounting for the efficient and effective use of staff, supplies, equipment and time in providing optimum service.
- Responsible for applying sound supervisory techniques and recommending personnel actions such as hiring, termination, promotion and evaluation.
- Assign work activities and projects; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Remain current concerning pending and existing State legislation relative to student Food Services.
- Assist in the supervision, selection, training, motivating and evaluating of personnel; provide and/or coordinate staff training; work with employees to correct deficiencies; participate in the implementation of discipline procedures.
- Plan and coordinate schedules, coordinate the use of Department staffing, and arrange for substitute staffing assignments.
- Plan and coordinate catering menus; supervise and implement profitable catering program.
- Monitor and ensure adherence of safe work practices. Coordinate development and implementation of training and safety programs; assist in development, implementation and scheduling of staff meetings.
- Check data and orders for accuracy, approve invoices and purchase orders.
- Review, and write memorandums; prepare technical reports including cost analysis for food and labor; prepare statistical breakdowns and analyses of various programs; write reports as requested.
- Assisting the Director with planning the menus for all programs, creating standardized recipes, production records, and conducting nutrient analysis.
- Responsible for overseeing required record keeping, personnel, labor hours, food cost, profit and loss, work schedules, documenting staff performance, etc in assigned schools.
- Serve as a liaison between school administration, kitchen employees & office staff.

- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a wide variety of documentation (e.g. cumulative meal counts, budget reports, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Keep track of payroll information (e.g. time sheets, leave requests, etc.) for the purpose of updating information and/or authorizing timely payments.
- Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring compliance with health, safety and nutritional standards of central kitchen operations/ site 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:

Skills, Knowledge and Abilities

SKILLS OF: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications.

KNOWLEDGE OF: Operational characteristics, services and activities of a Food Services and Nutrition program; operational practices in and principles of Food Services management in a large institutional arena, including efficient and economical employee scheduling; purchasing, marketing, merchandising and accountability; food production, cooking catering, menu development, nutrition and related experience; procedures, methods and techniques of personnel interaction, principles of supervision, training and performance evaluation; pertinent Federal, state, and local laws, codes and regulations; standard food safety & sanitation requirements; District operations, goals and objectives; computer operations and database management, and computer-based systems and their applications; demographic and multicultural characteristics of the community served by the District; interpersonal skills using tact, patience, and courtesy.

ABILITY TO: Safely and efficiently operate all types of equipment; manage, direct and coordinate the work of lower level staff; select, supervise, train and evaluate staff; understand and use complex computer spreadsheets, word documents and financial reports; oversee and supervise the operations, services and activities of the Food Services and Nutrition Department; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; generate and evaluate Food Services computer system; interpret and apply Federal, State and local policies, laws and regulations; be a self starter, "think out of the box" type of person; maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; operating assigned equipment; maintain mental capacity which allows the capability of: making sound decisions; demonstrating intellectual capabilities; obtain and maintain a Serve Safe Certificate; operate standard office equipment including use of basic computer applications; use English, both written and verbal, using correct spelling, grammar and punctuation; operate a personal computer; establish and maintain cooperative working relationships with others; understand and follow oral and written instructions; communicate effectively, both orally and in writing; speak in understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; ability to perform repetitive arm and shoulder motions with moderate exertion; visual acuity and depth perception to operate equipment and read safety materials; hear and speak to exchange information.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Four years of increasing responsibility in Food Services and operations that includes experience in food productions, catering purchasing, marketing, merchandising and accountability required. Experience in delegating and supervising employees.

Experience in the operation of a school Food Services program is preferred.

Education High school diploma or equivalency.

Specialized school in culinary arts, food service management or nutrition services required. Supplemental college level course work in public administration, personnel management or related field is preferred.

Possession of, or ability and qualifications to obtain Food Safety Certification within 12months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

Maintain as needed

Certificates

Food Safety Certification

Valid CDL

Clearances

DOJ/FBI Background

TB Clearance

Physical Demands(D)

FLSA Status

Non-Exempt

Approval Date

Salary Range

Classified Supervisor Salary Schedule - Range 2