

Sweetwater Union High School District

NUTRITION SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Nutrition Services Manager, plan, organize and supervise the nutrition services operation at an assigned school site; assure compliance with established safety and sanitation rules and regulations; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the nutrition services operations at an assigned school site; supervise the preparation, serving and storage of food in accordance with established guidelines and procedures; assure meals are served in a timely manner.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Inspect and review the food preparation and serving areas to assure appropriate health, safety, and sanitation standards are maintained; oversee cleaning of facilities.

Plan menus according to established price schedules, portion control and standardized recipes; generate and distribute menus.

Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods; oversee and participate in daily and periodic inventories.

Prepare and serve a variety of hot and cold menu items; observe quality and quantity of food served according to established procedures; assure proper temperature of foods.

Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; account for student and adult meals; prepare daily report of meals served; assure proper distribution control and security of cash and meal tickets.

Lock and unlock cafeteria doors; turn on and off lights, stoves, ovens and other kitchen equipment; assure proper temperatures of freezers and refrigerators.

Lead and participate in portion control and the wrapping, assembly and arranging of foods.

Prepare and maintain various manual or automated records and reports related to daily cash receipts, sales, orders, inventory, personnel and assigned activities.

Operate a variety of equipment and machines used in a school cafeteria; operate various office equipment including a calculator, fax machine, computer and assigned software.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to menus, inventory and assigned activities.

Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; arrange equipment repairs as necessary.

Process meal applications and issue tickets for the meal program following federal, State and District regulations.

Attend and participate in assigned meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of quantity nutrition services preparation, serving and storage.
Health, sanitation and safety practices related to handling, cooking, baking and serving food.
Standard kitchen equipment, utensils and measurements.
Principles and practices of supervision and training.
Methods of computing food quantities required by weekly or monthly menus.
Principles of nutrition.
Basic math and cashiering skills.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Inventory techniques.

ABILITY TO:

Plan, organize and supervise the nutrition services operation at an assigned school site.
Assure compliance with established safety and sanitation rules and regulations.
Train, supervise and evaluate the performance of assigned staff.
Operate and maintain nutrition service machines and equipment.
Prepare attractive, appetizing, and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Prepare a variety of records and reports related to assigned activities.
Perform cashiering duties and make change accurately.
Meet schedules and time lines.
Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Operate a computer and assigned software.
Oversee and participate in daily and periodic inventories.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible nutrition services experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Serv-Safe certificate issued by the Department of Environmental Health.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies as assigned by position.

Dexterity of hands and fingers to operate nutrition service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Supervisory Job Description
Adopted by BOT 4/9/2013

Salary Range: 1