



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

June 2022

Revised Job Description

Personnel Commission: July 12, 2022

Board Approval: August 15, 2022

Nutrition Services District Supervisor

Definition

Under the direction of the Director of Nutrition Services, plan, organize, supervise, and implement District food service operations and activities; coordinate personnel, communications, computerized cashiering functions, the preparation, distribution, cooking and, selling of food items to meet District nutrition service needs; assure smooth and efficient activities; monitor and, inspect school site food service activities; prepare and maintain related records and reports; train and provide work direction and guidance to assigned personnel.

Essential Duties and Responsibilities

- Plan, organize, coordinate, and implement District nutrition service operations and activities;
- Assist in establishing and maintaining District-wide nutrition services timelines and priorities;
- Assist in assuring District food service functions comply with safety and sanitation regulations, established laws, rules, regulations, policies and procedures.
- Coordinate personnel, communications, computerized cashiering functions;
- Preparation, distribution, cooking, and selling of food items to meet District food service needs;
- Assure smooth and efficient activities;
- Monitor and inspect school site food service activities to assure food quality, sanitation practices, nutrition standards, and safety conditions meet established requirements.
- Train and provide work direction and guidance to assigned personnel;
- Participate in applicant interviews; provide input concerning employee hiring, discipline, and evaluations as directed;
- Review and verify employee time sheets;
- Review staff work for compliance with established requirements and procedures, and assist with processing vacation requests and sick leave.
- Assure adequate supplies, equipment, and personnel are available to meet school site cafeteria needs;
- Coordinate response to employee absences by arranging for substitute employees or adjusting employee schedules as directed;
- Oversee the distribution of food items to designated school sites;
- Arrange equipment maintenance and repairs as needed.
- Serve as a technical resource to Nutrition Services personnel concerning food preparation, sanitation, storage, nutrition, menus, computerized cashiering functions, and related activities;
- Respond to inquiries;
- Provide detailed and technical information;

- Assure staff understanding regarding related standards, requirements, specifications, techniques, practices, policies, and procedures;
- Compile information and prepare and maintain a variety of records, reports, and files related to food service operations, inspections, injuries, safety, food storage and distribution, complaints, personnel, attendance, production, and assigned activities;
- Assure mandated reports are completed according to established timelines;
- Process various forms and worksheets;
- Monitor activities and personnel to assure food service needs are being met;
- Related facilities equipment and utensils are maintained in a clean and sanitary condition;
- Inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained;
- Provide technical information and assistance to the Director of Nutrition Services regarding food service operations, personnel, equipment, and related activities, needs, and issues;
- Assist the Director with identifying and resolving food issues, discrepancies, complaints and conflicts;
- Operate standard office equipment including a computer and assigned software;
- Oversee computerized cash register operations and coordinate related installation, training and repair functions;
- Drive a vehicle to conduct work;
- Communicate with personnel, administrators, and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns;
- Attend and participate in various meetings assigned;
- Perform related duties as assigned.

Knowledge of

- Recipe preparation, menu planning and analysis;
- Commodity management and bid preparation;
- Planning, organization, coordination, and implementation of District food service operations and activities including the preparation, cooking, serving, selling, distribution, and delivery of food items;
- Methods of preparing, cooking, and serving foods in large quantities;
- Food service quality, portion control, and appearance standards related to food items. Quality control techniques, practices, and procedures;
- Proper methods of storing equipment, materials, and supplies;
- Applicable laws, codes, regulations, policies, and procedures;
- Sanitation and safety practices related to preparing, handling, cooking, and serving food;
- Standard kitchen equipment, utensils, and measurements;
- Principles of training and providing work direction;
- Oral and written communication skills;
- Policies and objectives of assigned programs and activities;
- Interpersonal skills using tact, patience, and courtesy;
- Operation of a computer and assigned software;
- Health and safety regulations;
- Record-keeping and report preparation techniques.

Ability to

- Plan, organize, coordinate, and implement District food service operations and activities.
- Coordinate personnel, communications, and computerized cashiering functions;
- Prepare, distribute, cook and sell food items to meet District nutrition service needs;
- Assure smooth and efficient activities;
- Monitor and inspect school site food service activities to assure food quality, sanitation practices, nutrition standards, and safety conditions meet established requirements;
- Train and provide work direction and guidance to assigned personnel;
- Assure adequate supplies, equipment, and personnel to meet school site cafeteria needs;
- Coordinate response to employee absences by arranging for substitutes or adjusting schedules;
- Serve as a technical resource to Nutrition Services personnel concerning food preparation, sanitation, storage, nutrition, menus, computerized cashiering functions, and related activities;
- Follow and assure compliance with health and sanitation requirements;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Determine appropriate action within clearly defined guidelines;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Compile information and prepare and maintain a variety of records, reports, and files.

Physical Demands

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Employees in this classification stand, walk, sit, lift and carry objects up to 25 pounds;
- Carry push, pull, stoop and bend repetitively, kneel, and reach overhead, repetitively;
- Use fingers, twist and or apply pressure with wrists or hands, simultaneously use both hands or both legs;
- Speak clearly, hear normal voice conversation;
- Have depth perception, and color vision and see small details;
- Operate motorized equipment.

Training and Experience

- Bachelor's degree from an accredited college or university with a major in institution management, dietetics, food and nutrition, hotel and restaurant management, business or public administration or, another related field is required;

- Two years of administrative or supervisory experience in institutional food preparation, distribution, and or service is required.

Required Qualifications:

- Current CPR and First Aid certification prior to starting the assignment and maintaining current certification at all times;
- Valid California Driver's License;
- Insurability by District's liability insurance carrier;
- Current and valid Los Angeles County Food Manager Serv-Safe certification.

Preferred Qualifications:

- Bilingual, Spanish speaking preferred.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 182X
- 12 months