

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: CHILD NUTRITION SUPERVISOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist in the coordination and supervision of food service operations in the schools; to maintain a high degree of positive contact with school sites, administration and students. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification direct, supervise and evaluate performance of others. The job class exercises responsibility for assisting in the efficient supervision and coordination of internal operating procedures within the department and for ensuring that food service programs comply with federal, state and school laws and regulations pertaining to sanitation, safety and nutritional standards, as well as meeting National School Breakfast and Lunch program requirements.

SUPERVISOR: Child Nutrition Director

TYPICAL DUTIES

Visits food service sites on a regular basis and consults with food service personnel and school administrators to implement improvement and necessary changes in food preparation and quality, service menus, work methods, staffing, facilities and equipment.

Assures compliance of food service programs to federal, state and local laws and regulations and district requirements concerning sanitation, safety, National School Breakfast and Lunch Program and nutritional requirements.

Assists in planning of district menus to ensure nutritional content, program compliance with USDA, student preferences, effective use of supplies and equipment and cost controls.

Evaluates performance of child nutrition employees and assists employees in problem resolution.

Promotes breakfast and lunch participation, a-la-carte sales and catering by working with school cafeteria managers in their operations.

Provides direction, advice and materials to school cafeteria managers regarding computerized food management system, food production methods, inventories and related activities.

Provides technical support to staff in nutrition, foods and culinary skills.

Prepares statistical, food cost and operational reports, and state and federal reviews.

Provides instruction and guidance to school site personnel regarding proper practices of food handling, serving and storage, in accordance with established standards and procedures.

Assist in planning and conducting in-service training programs for employees.

Promotes student groups to develop partnerships with the school cafeterias; work with the teachers to promote nutrition education.

Develops and organizes marketing activities.

Interviews, hires and conducts training workshops for food service substitutes.

Performs special projects as requested by Director of Child Nutrition Services.

Performs related duties as required.

EMPLOYMENT STANDARDS

Possession of a valid California Driver's License.

Knowledge of federal and state laws and regulations governing Child Nutrition Programs.

Knowledge of principles of nutrition and methods of menu planning to meet USDA guidelines.

Knowledge of quantity food production and service, including preparation methods, culinary techniques, ordering and storage procedures, proper food handling, safety and sanitation standards and commodities. Ability to prepare operational reports and related correspondence on the computer.

Knowledge of principles and techniques of supervision and leadership and management principles in accounting, purchasing and human resources.

Ability to supervise, coordinate and analyze all phases of food service operations to recommend actions to improve efficiency.

Ability to plan, coordinate and conduct training programs related to nutrition education and food service.

Ability to communicate effectively in both written and oral form.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.