

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	District Supervisor I, Food Services	<b>REPORTS TO:</b>	Director, Food Services
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-15/Management Salary Schedule

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**(Former Classification: Food Services Operations Manager I)**

**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, coordinate, and manage the District-wide and central kitchen food service programs and operations to provide timely delivery of high quality services; ensure compliance with federal, state, local, and district laws, regulations, policies, and procedures related to District food service programs; assign, review, evaluate the work and provide clear expectations of assigned food service personnel.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, coordinate, and manage the District-wide and central kitchen food service programs and operations to provide timely delivery of high quality services; ensure compliance with Federal, State, Local, and District laws, regulations, policies and procedures related to the National School Lunch and Breakfast programs, sanitation, safety, free and reduced price meals, nutritional standards, and related programs. *E*

Supervise, evaluate the performance and provide clear expectations of assigned staff; interview and select employees and recommend transfer, reassignment, termination and disciplinary action; plan, develop, coordinate and arrange appropriate training. *E*

Analyze food service operations and cost effectiveness to ensure the financial viability of the district; communicate in a timely and professional manner with food service staff and school administrators to implement improvements and changes, issues and concerns related to food preparation, service, menus, facilities and equipment to provide timely delivery of high quality services to every site; identify concerns and recommend solutions. *E*

Provide specialized support for the purchase or acquisition of district-wide food service equipment, supplies, commodities and associated products to meet the needs of students and families; assist in the review and revision of plans for new kitchen construction and remodeling of existing food service facilities. *E*

Prepare a variety of related reports for the district-wide food service programs, such as individual site files, site visitation reports, payroll records, menu planning worksheets and others; analyze and review reports from food service supervisors and ensure accuracy. *E*

Supervise and monitor the application and processing of meal tickets; coordinate trial tests for food at designated school sites to provide students access to high quality options; monitor pricing and portion

control; maintain related reports, as required. *E*

Participate in the development of goals and objectives for an assigned area; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with established guidelines. *E*

Plan, coordinate, and participate in food service functions, including conferences, dinners and banquets; actively participate in a variety of meetings, conferences and other gatherings; receive and provide information, discuss, respond to questions, issues and complaints related to the Food Service Program. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college level course work with emphasis in nutrition, food service business management, quantity cooking or related field and three years of supervisory experience in a school food service program or large institutional kitchen.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; valid Food Handler's Card.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current rules, regulations, and eligibility requirements of related to the National School Lunch Program.

Sanitation, practices related to handling and serving food.

Oral and written communication skills.

Accurate cost accounting techniques.

Principles and practices of supervising, training and providing work direction.

Nutritional requirements of school-aged children.

Menu planning techniques including food values, combinations, and substitutions.

Planning, organization, and operation of a large food service program to meet the needs of students.

Price and portion controls.

Laws, rules, and regulations related to child nutrition programs.

Quantity food preparation and service.

Automated food service systems.

Current health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Plan, organize, coordinate, and manage a large food service operation or related program.

Develop menus in accordance with nutritional requirements and budget limitations.

Read, interpret, apply and explain rules, regulations, policies, restrictions and procedures.

Communicate, understand, and follow both oral and written directions effectively.

Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.

Analyze situations accurately and adopt an effective course of action.

Ensure that food items are prepared, served, and stored properly and in a timely manner.

Maintain and prepare detailed records and reports.

Observe legal and defensive driving practices.

Train, supervise and provide clear expectations to assigned staff.

Plan, prioritize and organize work to meet schedules and time lines.

Maintain current knowledge of new and changes in legislation, laws, rules and regulations.

Analyze situations accurately and adopt an effective course of action.

Demonstrate loyalty and high ethical standards.  
Learn new or updated computer systems and programs to apply to current work.  
Manage change and design an effective system of reporting progress and monitoring results.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment, driving a vehicle to conduct site visitations; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, hearing and speaking to exchange information; seeing to read and analyze reports; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*