

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Nutrition Center	REPORTS TO:	District Supervisor II, Food Service
DEPARTMENT:	Food Services	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	January 20, 2016	SALARY:	S-37/Supervisory Salary Schedule

BASIC FUNCTION:

Plan, organize and direct the food service operation at the Nutrition Center to provide timely delivery of high quality services; train, supervise, evaluate performance and provide clear expectations of assigned staff.

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 and direct the food service operations at the Nutrition Center, supervise the preparation to meet the needs of students and staff, serving, packaging and storage of food in accordance with established guidelines and procedures at a large and complex food service operation. *E*

Prioritize, schedule and supervise work of assigned personnel; train, direct, discipline, supervise, evaluate assigned staff; participate in the selection of new employees as directed. *E*

Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of receiving and storing foods. *E*

Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals prepared and served. *E*

Ensure proper cleanliness and maintenance of equipment and supplies used in the food service operation to provide a safe, clean, and orderly learning and working environment; assure compliance with safety and sanitation regulations. *E*

Prepare and maintain a variety of accurate and timely reports and records including inventory, requisitions, daily reports, menu planning, scheduling and production sheets; prepare, review and record meals counts from transport records. *E*

Confer with district supervisor regarding Nutrition Center needs, conditions and menu changes; maintain established food quality standards related to taste, appearance and good nutrition; maintain Federal and State standards. *E*

Operate a variety of equipment and machines used in a large and complex food service operation at the Nutrition Center. *E*

Plan, organize and direct the activities in a team environment including but not limited to; catering, special diets, cook-chill, bakery, meal production, meal staging, inventory, food preparation, food safety, and food requisitioning to meet the needs at a large and complex food service operation. *E*

Supervise the timely quality service in the preparation of meals to students, teachers, community, and other staff; participate in food serving preparation as needed; ensure compliance with serving size requirements. *E*

Supervise food service personnel with cashiering and daily service activities as needed; clean food service equipment, utensils and appliances; ensure compliance with kitchen sanitation and safety procedures and regulations; lift and assist in the lifting of moderately heavy containers. *E*

Participate and attend meetings related to food service operations and activities. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible experience in a large food service operation.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of two Food Service approved courses; valid Food Safety Certificate required; valid California driver's license preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations of a large and complex food service operation.
Methods and procedures related to the operations of a large and complex food service operation.
Principles and methods of quantity food service preparation, serving and storage.
Standard kitchen equipment, utensils and measurements.
Methods of computing food quantities required by weekly or monthly menus.
Sanitation and safety practices related to serving food.
Principles of nutrition.
Accurate record-keeping techniques.
Principles and practices of training and providing work direction.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer, software, and point of sale terminal.
Correct English usage, grammar spelling, punctuations and vocabulary.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and supervise food service operations at a large and complex food service operation.
Estimate food quantities and requisition proper amounts for economical food service.
Prepare nutritious and appetizing food in quantity as necessary to meet the needs of students and staff.
Operate a variety of equipment and machines used in a large and complex food service operation.
Maintain and prepare complete, accurate and timely reports.
Add, subtract, multiply and divide quickly and accurately.
Work independently with little direction and many interruptions.
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
Plan and organize work to meet schedules and time lines.
Train, supervise, evaluate, provide clear expectations and regularly support professional growth.
Operate Food Services software and accountability program.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate, understand, and follow both oral and written directions effectively.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Learn District organization, operations, policies, objectives, and goals.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; exposure to very hot foods, equipment, and metal objects; exposure to knives and slicers; exposure to cleaning agents and pesticides

PHYSICAL

ABILITIES:

With reasonable accommodations, if necessary, lifting, carrying, pushing, or pulling moderately heavy objects, standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carrying, pushing, or pulling food trays, carts, materials and supplies, reaching overhead, above the shoulders and horizontally; bending at the waist.

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

E = Essential Functions