



PERSONNEL COMMISSION

Class Code: 5064
Salary Range: 16 (S1)

NUTRITION SERVICES SUPERVISOR I

JOB SUMMARY

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain food quality standards including appearance and menu requirements. **E**
- Train and evaluate the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train and supervise student workers. **E**
- Open and close site kitchen facilities; set up and turn on and off equipment; lock and secure facilities after daily activities are completed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations. **E**
- Assure daily menu and special order items are prepared in a timely manner; prepare and heat main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; assemble or mix ingredients and food items such as salads, fruit and sandwiches. **E**
- Determine appropriate quantity of food items for preparation, heating and serving; make menu substitutions as necessary in accordance with established procedures; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; inspect food for portion and quality control. **E**
- Oversee and participate in the set up service line food items, trays, condiments and utensils; serve food to students and staff; assure mandated meal components are served to each student; assure proper stock levels are maintained at serving counter during meal service periods. **E**

- Perform cashiering duties; collect and account for money received; prepare bank deposits; secure daily monies collected in safe. *E*
- Distribute free and reduced lunch eligibility applications; collect and review applications for completeness and accuracy; obtain necessary information from parents and guardians; approve applications in accordance with established guidelines; submit completed applications to Nutrition Services for review and input into mainframe computer system. *E*
- Operate a computerized point of sale system; input monies into student pre-paid accounts; check student eligibility status; review credit availability reports and prepare notifications on status of pre-paid accounts; input and transmit daily meal counts and related sales data; backup daily sales data. *E*
- Complete a variety of records and reports related to assigned activities such as daily production records, daily cash and sales reports, transaction journal summaries, pre-payment summaries, non-pricing tally sheets, edit checks, special diet orders and food orders. *E*
- Estimate sales and food needed for service; order meals, special orders and other menu items; receive and count shipments for accuracy; contact vendors and Nutrition Center regarding shortages, damaged goods or other discrepancies. *E*
- Date, store and rotate food and supplies; take and record freezer and refrigerator temperatures; conduct periodic and daily inventories. *E*
- Communicate with administrators, personnel, parents and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Operate a computer and assigned software; compile payroll for assigned staff and assure completion and submission of time sheets; monitor absences and vacation hour balances; assure confidentiality of payroll information. *E*
- Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, warmers, ovens and can openers; arrange for major repairs as necessary. *E*
- Attend a variety of meetings and in-service trainings; drive a personal vehicle to conduct work and attend meetings. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Nutrition Services Supervisor I classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned elementary, small specialized secondary school site or a K-8 site with single line service. The scope of service typically includes breakfast and lunch service and snack service for an on campus Child Development Center or after-school program. Elementary and K-8 site service does not include multiple walk-up windows or a la carte sales. Service may be offered at remote point of sale locations due to reconstruction, shortened lunch periods and increased student populations. Specialized schools may provide smaller-scale service from multiple walk-up windows and a la carte sales.

Incumbents in the Nutrition Services Supervisor II classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned middle, K-8, larger specialized secondary school site or Avalon school site. The scope of service typically includes breakfast and lunch service with a more expansive menu and snack service for after-school programs. School site service typically includes multiple walk-up windows, a la carte sales and may include remote point of sale locations.

Incumbents in the Nutrition Services Supervisor III classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site. The scope of service typically includes a more expansive menu for breakfast, nutrition and lunch service. Snack service for after-school programs may be required. Comprehensive high school site service includes multiple walk-up windows and remote point of sale locations and incumbents supervise a significantly larger staff than other school sites.

EMPLOYMENT STANDARDS

Knowledge of:

Methods for preparing and serving food in large quantities.
Standard kitchen utensils and equipment.
Principles and practices of training and supervision.
Sanitation and safety practices related to the handling and serving of food in large quantities.
Proper methods of storing equipment, materials and supplies.
Health and safety regulations.
Laws, codes, rules and regulations related to assigned activities.
Operation of a computerized point of sale system.
Math and cashiering skills.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods and practices.
Record-keeping and report preparation techniques.
Proper lifting techniques.

Ability to:

Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff.
Prepare, heat and serve food in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.

Operate standard kitchen utensils and equipment.
Operate a computerized point of sale system.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.

Education and Training:

Graduation from high school or equivalent.

Experience:

Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

Positions in this classification require possession of a valid California Class C driver's license and the use of a personal automobile.

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity and count money.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/1/2004

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