

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SUPERVISOR, FOOD SERVICES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To supervise, assign and participate in the activities related to Food Services, including menu planning, food preparation and purchasing, and record keeping; to coordinate with all school sites; provide responsible administrative support to the Assistant Superintendent of Business Services; and to perform a variety of tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Superintendent of Business Services.

Exercises direct supervision over food services staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, supervise, assign and review the work of staff responsible for providing food services in the schools.
2. Participate in the development and implementation of goals, objectives, policies, and priorities for Food Services.
3. Plan, coordinate and review the work plan for Food Services, including planning, designing and developing the menu; develop menu production records and specifications; ensure compliance with all nutritional requirements of the National School Lunch Program.
4. Conduct site and employee quality checks; ensure compliance with regulations pertaining to Food Services.
5. Select, train, motivate, and evaluate Food Service personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination process.
6. Participate in the development of the Food Services budget; monitor expenditure; recommend adjustments.
7. Supervise the snack bar; coordinate snack bar program.
8. Review and approve vendor invoices and related billings for payment; maintain meal count records for reimbursement; ensure they are accurate and complete.
9. Order all food products; conduct vendor meetings; test and research products; recommend new products.
10. Serve as liaison for Food Services with each school site, the District Office, and outside agencies; resolve issues and concerns

Marginal Functions:

1. Participate in the full range of duties assigned to staff, including food preparation, customer service, and cleanup.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a school food service and nutrition program.

Principles of nutrition and food science.

Menu planning and preparation techniques.

Food preparation and cooking methods and techniques.

Modern office methods and equipment.

First aid methods and techniques.

Pertinent Federal, State and Local laws, codes and regulations.

Ability to:

Supervise and coordinate the work of lower-level staff.

Develop meal menu with appropriate nutritional value.

Cook and prepare food.

Prepare clear, and concise reports.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clear and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain audio-visual discrimination and perception needed for successful job performance.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in food services and nutrition, including two years of supervisory or administrative responsibility, preferably in public school system.

Training:

Equivalent completion of the twelfth grade, supplemented by college level course work in nutrition, food science business administration or a related field. Bilingual, oral and written (Spanish) preferred, not required.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's license issued by the California Department of Motor Vehicles.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; cafeteria environment; exposure to hot and heavy kitchen equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, bending, or stooping for prolonged periods of time; moderate to heavy lifting; operate a motorized vehicle.