

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Operations Support Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	038 AASD Supervisors'
REVISED:	April 25, 2007		

BASIC FUNCTION:

Plan, organize, and supervise personnel and operations for distribution of food and equipment to all school cafeterias including scheduling routes, drivers, deliveries and, when necessary, moneybag pick up; assist in the development, evaluation, and purchase of equipment; coordinate and supervise the daily work of technicians involved in servicing point-of-sale computer operations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

E = Essential Functions

Establish routes and schedules and adjust truck drivers' routes to achieve maximum efficiency of staff and equipment. **E**

Coordinate warehousing, storage, and transfer of foods, supplies, equipment, and other cafeteria materials. **E**

Supervise truck drivers in the proper loading and distribution of hot and cold foods, supplies, and equipment. **E**

Schedule drivers for moneybag pick up as required. **E**

Act as liaison with schools and vendors to solve delivery problems or other problems related to district's food service distribution operation. **E**

Supervise computer technician involved in servicing and repairing point-of-sale computers. **E**

Keep a variety of operational records and make written reports. **E**

Maintain storage area and maintain inventory of supplies and equipment. **E**

Conduct special studies and make recommendations for purchase of equipment, assess needs and designs and develop new equipment or modify existing equipment to meet special needs. **E**

Select, train, and evaluate staff, and enforce safety regulations. **E**

Oversee the daily checking of the condition of trucks by drivers and make minor emergency adjustments or repair as necessary. **E**

Coordinates maintenance and repair to minimize downtime of vehicles; investigate vehicle accidents. **E**

May drive regularly scheduled or unscheduled routes or load and unload trucks. **E**

Resolve delivery, equipment, or point-of-sale computer problems, conduct inservice training sessions or meetings on the operation and care of equipment and trucks. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from an accredited two-year college with a major in business administration, industrial engineering, institutional management, or related field and five years of acceptable experience in the transportation and storage of food and/or selection or development of food preparation and service equipment, including lead or supervisory experience, and the operation of trucks or other commercial vehicles, other equivalent combinations of training and experience may be considered.

LICENSES AND OTHER REQUIREMENTS:

Possession of a safe driving record for the last five years.

Possession of a valid California driver's license with a Class B rating.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and methods for transporting, serving, and storing hot and cold foods.

Appropriate health and safety regulations.

Operation, service and repair of point-of-sale computers.

Reading and writing English communication skills.

ABILITY TO:

Plan, organize, and supervise district Food Services delivery operations.

Set priorities and make independent judgments.

Design and supervise the assembly of special purpose equipment.

Train and supervise assigned personnel.

Develop and conduct inservice training sessions and workshops in the use and operation of food service equipment.

Operate commercial vehicles.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting of heavy objects.

Note: Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

Employees in this job class must be able to qualify for a Food Service Manager Training Certificate by successfully completing the specified food service sanitation training course.

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