

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Area Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	032 AASD Classified Supervisors I
EFFECTIVE:	July 1, 2012		

BASIC FUNCTION:

Organize and manage school nutrition programs in a large food service cluster which includes a food preparation kitchen and multiple school sites within an assigned geographical area of the school district.

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

Plan, organize and supervise food production for schools and programs within a cluster in accordance to the regulations and guidelines of the School Nutrition Programs (SNP). **E**

Provide oversight, supervision and training to Food Services Supervisors' and cafeteria employees at satellite schools; provide leadership and direction in providing a safe and secure work environment. **E**

Confer with administrators, school staff, parents, students, community groups and vendors; provide information regarding federal, state and district meal policies and programs, student account concerns, special programs and various related issues. **E**

Plan, inventory and order meals using a computer and related software and systems applications; maintain menus and determine quantities of food to be produced for serving locations of the assigned cluster; determine food and supplies requirements and exercise control over distributions inventories and storage. **E**

Determine labor needs for food production and serving at assigned schools; provide training, establish work schedules, perform timekeeping, coordinate and manage substitute assignments; supervise, and evaluate the work of cafeteria employees and student workers at assigned serving locations; counsel employees and recommend disciplinary action as appropriate; serve on interview committees for selection of cafeteria personnel. **E**

Monitor and maintain food handling, safety and sanitation standards and techniques in accordance with HACCP principles (Hazardous Analysis Critical Control Points); respond to and supervise activities within the cluster relative to food holds and recall. **E**

Maintain daily operational data including meal participation and financial records for assigned serving locations; analyze data and prepare a variety of auditable reports including employee time and labor;

ensure accountability of documentation for compliance with federal, state, local and district regulations. **E**

Conduct site visits within an assigned cluster on a regular basis to assess needs and monitor feeding programs; determine marketing needs for assigned schools and implement appropriate programs. **E**

Assist in planning and providing meal service for special events held at cluster sites; may supervise special feeding programs at other locations. **E**

Attend meetings and trainings; make presentations as required. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to status in the class of Food Services Supervisor or possession of a bachelor's degree in food management, food and nutrition or other directly related field and three years of progressively responsible food management experience. Experience in school nutrition programs management is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Must possess an approved food service safety certification.

Completion of annual continuing education training and/or coursework as mandated per federal regulations in accordance to the Healthy Hunger Free Kids Act of 2010.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School Nutrition Programs and applicable Federal, State, local and district laws and regulations, policies and procedures.

Applicable collective bargaining agreements. .

Technical aspects in field of specialty.

Principles and practices of supervision and training.

Food handling, safety and sanitation standards and techniques in accordance with HACCP principles.

Inventory and record-keeping procedures.

Budget principles and procedures.

Operation of a computer and assigned software and web based applications to enter and maintain data and prepare reports.

Social media and personal digital applications (PDA's).

Reading and writing English communication skills.

ABILITY TO:

Apply institutional or school food services organization, leadership, and nutrition principles in a high volume school nutrition programs operation.

Maintain operational financial and personnel records and prepare reports.

Analyze operational problems and to recommend and implement program improvements.

Train, supervise, and evaluate the work of a large staff.

Operate standard office equipment including computers and related software and web-based applications including handheld digital applications

Communicate effectively orally and in writing

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

Maintain integrity and accountability of the School Nutrition Programs through compliance with all federal, state, local and district laws and regulations and applicable collective bargaining agreements.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office; cafeteria and kitchen and outdoor work stations.

PHYSICAL REQUIREMENTS:

Physical condition sufficient to maintain a rigorous work schedule; hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting objects up to 25 lbs.

Issued 10.28.14 per BOE approval

Job Code 8522

JB