

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Food Services Supervisor	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	026
<b>EFFECTIVE:</b>	July 1, 2012		AASD Classified Supervisors I

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**BASIC FUNCTION:**

Plan, oversee and supervise a food preparation kitchen in a large cluster for the school nutrition programs or supervise an independent secondary school kitchen for the Food Services Department.

**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 the preparation and serving of meals in a food preparation kitchen in accordance to the regulations and guidelines of the school nutrition programs (SNP). **E**

Order food, supplies and equipment for assigned schools and programs using a computer and related systems applications; determine quantities of food to be produced and supplies necessary for assigned schools and programs. **E**

Ensure all meals served in the SNP meet current nutritional standards and meal pattern requirements, including children with special need diets; plan and provide meal service for special events held at the preparation site. **E**

Determine labor needs for preparation kitchen; provide training to food service employees and student workers; establish work schedules, perform timekeeping duties, coordinate and manage substitute assignments, and supervise and evaluate work performance; counsel employees and recommend disciplinary action as appropriate; serve on interview committees for selection of cafeteria personnel. **E**

Ensure compliance regarding food handling, safety and sanitation standards and techniques in accordance with HAACP (Hazardous Analysis Critical Control Points) principles and the Department of Environmental Health; provide a safe and secure environment for the performance of work. **E**

Maintain records of food production, financial data and inventories; supervise the counting and balancing of cash received; analyze meal production and participation data and prepare a variety of auditable reports including employee time and labor. **E**

May conduct site visits as necessary to assist the Food Services Area Supervisors in assessing needs and monitoring school nutrition programs; determine marketing needs for the preparation kitchen, school site

and assigned school(s) and implement appropriate programs; confer with administrators, principals, staff, students, parents and vendors. **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 three years of progressively responsible experience in food service management, food and nutrition and/or other directly related field performing quantity food preparation duties, preferably including cooking experience. Experience in school nutrition programs supervision is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

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

Must successfully pass an approved food service safety certification examination within 60 days after appointment.

Must complete 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 standards and applicable Federal, State, local and district laws and regulations and policies and procedures.

Applicable collective bargaining agreements.

Technical aspects in field of specialty.

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

Principles of supervision and training.

Inventory and recordkeeping techniques.

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.

Analyze and maintain operational, financial and personnel records and prepare reports.

Train, supervise, and evaluate the work of assigned food service employees.

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

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

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 regulations and applicable collective bargaining agreements.

Plan and organize work.

Meet schedules and time lines.

**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..

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Job Code 8523

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