

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

SUPERVISOR, FOOD SERVICE OPERATIONS

DEFINITION

Under direction of the Director II, Food and Nutrition Services, the Supervisor, Food Service Operations supports the educational programs of the district by supervising and coordinating the operations of Food Services program throughout the District.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Monitor food preparation methods, portion sizes and garnishing and presentation of food in order to ensure that food is prepared and presented in an acceptable manner.
2. Inspect and review food preparation and serving areas to ensure that appropriate health and safety standards are in compliance with District, state and federal standards.
3. Inspect and evaluate school site food service operations.
4. Assist with the development and implementation of recipes for student meals while ensuring compliance with student dietary needs and with all local, state and federal guidelines and regulations.
5. Promote the Food Services program and products to students, staff, parents and the community.
6. Provide various training to staff as needed and mandated by local, state and federal laws.
7. Supervise, evaluate and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state, and federal educational and professional standards.
8. Participate in preparing the annual budget, monitor and administer budgetary expenditures.
9. Oversee the ordering of appropriate quantities of foods, supplies and materials and conduct periodic inventories.
10. Supervise counting of daily cash receipts resolving any inaccuracies.
11. Analyze fiscal reports and make recommendations to insure fiscal solvency.
12. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
13. Keep up-to-date with current industry trends and developments, evaluating and presenting recommendations to adopt new procedures, foods, materials or equipment.
14. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
15. Attend professional learning and conference opportunities regarding district business, educational related topics and other professional meetings.
16. Attend required training in compliance with Professional Standards as determined by the United State Department of Agriculture.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

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QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record keeping and report preparation techniques; effective oral and written communication skills; knowledge of local, state and federal laws and regulations pertaining to school nutrition. principles and methods of quality food service ordering, preparation, serving, and storage; sanitation and safety practices related to handling, cooking, and serving food; methods of adjusting recipes; basic inventory methods and practices; health and safety regulations.

Ability to: Supervise, lead and direct the functions and activities of a food services program for a school district; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; train and instruct others in performance of their duties; establish and maintain records; create, adjust and extend recipes that are in compliance with applicable state and federal guidelines; operate and maintain a variety of food service equipment; ability to create, adjust recipes that are in compliance with USDA guidelines for school meals; comply with the District's customer service standards, as outlined in Board Policy.

Education: Graduation from high school or equivalent.

Experience: Four years of experience in school food service/nutrition work including one year of lead or supervisory experience.

License Requirements: Valid ServSafe Food Safety Management Certification and a valid California driver's license.