

**Corning Union Elementary School District
Job Description**

JOB TITLE: NUTRITIONAL SERVICES SUPERVISOR

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| Salary Schedule: | Nutritional Services Supervisor | Department: | Nutritional Services |
| Reports To: | Chief Business Official | Approved By: | Board of Trustees April 10, 2019 |

POSITION SUMMARY:

Under the general supervision of the Chief Business Official, the Nutritional Services Supervisor plans, organizes, develops, and directs the District Nutritional Services Program, supervises and trains Nutritional Services staff; maintains financial records, promotes programs to staff and the general public, and provides and maintains an appealing and nutritional food services program to all schools in the District. Using independent judgment and discretion, is responsible for cooking, preparing, serving, and selling food; and maintains sanitary kitchens and food service areas.

As a member of the District Management Team, the Nutritional Services Supervisor works cooperatively with other members of the Management Team in the formulation and implementation of District policies. The Nutritional Services Supervisor partners with others in the community to solicit support for the development of a sound nutrition assistance food program, striving for continual improvement and growth, while following Federal, State, and local guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees the operations and functions of the cafeteria and nutritional services program; and supervises, schedules, and evaluates assigned staff.

Prepares menus with recipes that create a balanced and nutritious diet for children of all ages, and that meet all State and Federal requirements to qualify as a reimbursable meal; orders food and supplies, maintains adequate inventory and production records.

Utilizes scratch baking and fresh ingredients as much as possible; monitors the quality of food served and solicits feedback from students regarding menu offerings, making changes as needed.

Provides a safe environment for performance of work, ensuring that all employees are in compliance with district safety policies.

Promotes a positive school climate by maintaining a positive and friendly attitude with students, staff, parents, and members of the public.

Through proper food handling and preparation, ensures that health and safety standards are maintained.

Maintains professional competence through participation in regional and State workshops, meetings, and seminars; provides employee training opportunities and encourages professional growth.

Completes professional continuing education requirements as mandated by State and Federal regulations.

Provides effective office organization and management techniques to ensure all records and supporting documents are accurate and maintained in accordance with State, Federal and Local regulations.

Prepares monthly State and Federal reports and serves as liaison with State and Federal representatives.

Maintains clear and concise cash control policies and procedures for each site and the Nutritional Services Department.

Reviews invoices and codes to proper accounts to ensure accuracy prior to payment.

Drives to school sites in order to effectively manage the nutritional services program throughout the District.

Assists in the continued enhancement of the management of Corning Union Elementary School District by modeling appropriate behavior for and toward students and staff, and by displaying professional conduct at all times.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Plans and directs all District-wide staff breakfasts and lunches for inservice days.

May process Free and Reduced Price Lunch Application forms.

Other related duties as assigned or required.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to frequently stand, walk and sit.

Ability to occasionally use hands to touch, handle, and feel; reach with hands and arms (occasionally overhead); climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and taste and smell.

Ability to occasionally lift and/or move up to 40 pounds unassisted.

QUALIFICATIONS/EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Associate Degree or higher in applicable area is preferred.

Must meet current State and Federal standards for School Nutrition Program Directors. College level coursework in a related field such as:

- food and nutrition
- food service management

- dietetics
- family and consumer sciences
- nutrition education
- culinary arts
- business or a related field.

Management experience is preferred.

Knowledge of principles of organization and administration as it applies to schools and nutritional services.

Knowledge of the steps required to purchase quantities of food based on standardized recipes to meet the meal pattern requirements based on the food buying guide and production forecast.

Knowledge of all State, Federal and Local regulations and requirements of the School Nutrition Program as authorized under the National School Lunch Program; including the processing of USDA commodities.

Must possess and maintain a valid California Driver's License and adequate certification in safe food handling as required by State and Federal regulations.

Ability to deal tactfully and courteously with the public and other District staff, and to maintain required confidentiality.

Flexibility to adjust to changes created as a result of new laws and policies affecting school districts.

Ability to function in a high-volume atmosphere in a professional manner while dealing with students, staff, parents, administrators, and a variety of outside contacts both in person and over the telephone.

Ability to use sound judgment and reasoning to perform the essential functions of the job.

Ability to provide successful leadership and conflict management skills.

Willingness to attend workshops, etc., to acquire training and knowledge in the performance of the job.

Demonstrated ability to use technology to accurately perform the essential functions of this position, including various computers, software, word processing, spreadsheets, databases, document imaging, cash registers, etc.

Demonstrated mathematical ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and fractions.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to read, write, speak, and communicate effectively in English.