

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SITE SUPERVISOR - FOOD AND NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of an Operations Manager, Food and Nutrition Services, the Site Supervisor, Food and Nutrition Services will plan, coordinate, evaluate, provide training, supervision and leadership, and monitor the operational procedures of the high school cafeteria, middle school cafeteria, and elementary school cafeterias to assigned food service personnel.

ESSENTIAL FUNCTIONS:

Plan, coordinate and oversee the activities of assigned personnel; maintain procedures to ensure compliance with Federal, State and County regulatory agencies.

Monitor employee work performance, providing immediate employee performance feedback; develop and follow up on employee personal work improvement plans as required; assist with and make recommendations to Operations Manager for employee discipline; write and conduct scheduled and unscheduled employee performance evaluations.

Identify training and development needs and conduct training with Leads and staff at assigned sites; assure that the monthly “no time to train” lesson plans are completed as scheduled.

Conduct oral presentations; communicate effectively with cafeteria staff, food processing center staff, site administrators, students, parents and vendors to exchange information and resolve issues or concerns related to site Food and Nutrition Services program. Provide and model quality customer service to students and staff.

Monitor all Food and Nutrition Services, state and federal, and HACCP procedures; ensure all related documentation is completed accurately and in a timely manner.

Monitor portion control; forecast food production amounts; adhere to quantity operational standards, proper receipt and storage of foods, and safety standards of food served; complete monthly safety inspection checklist; review site menu production worksheets for proper completion.

Monitor preparation, presentation, packaging and point of service stations; develop creative strategies and methods to increase student meal participation.

Track employee attendance and identify problems. In partnership with Operations Manager, develop methods to effectively manage areas of concern; monitor and make recommendations regarding employee vacation usage and requests.

Assure of all site equipment including computers, food production and serving equipment; make timely requests for repair as needed for operational efficiency (see Lead CD).

Provide coverage for the site Leads as required.

Food and Nutrition Services – Site Supervisor – Page 2

Operate a variety of office equipment including a telephone, computer and assigned software; operate a variety of food production equipment including a convection oven, walk-in freezers and other equipment as required; operate a vehicle to conduct work.

Exchange information with the packaging kitchen/warehouse team through the Operations Managers, meetings, product evaluations, etc., regarding the food products and delivery issues, i.e., shortages, spoilage, etc.

Exchange information between the site and the Food and Nutrition Services office staff through the Director, Operations Managers, appropriate support staff members, meetings, etc.

With site Leads, coordinate student tasting and surveys for prospective new products.

Assist with the implementation and monitoring of the wellness policy regulations as they apply to Food and Nutrition Services programs.

Assist Operations Managers in the selection process for Food and Nutrition Services Assistant I and Assistant II positions.

Participate in meetings, classes, workshops and training sessions, to enhance and develop leadership and management skills; promote and model exemplary customer service at assigned sites.

Other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School breakfast, lunch, child care, and after school programs, regulations and procedures.

Planning, organization and operation of a large food service program.

Food service and commodity purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials and equipment utilized in a school district food service operation.

Menu analysis and development techniques.

Principles and practices of supervision and training.

Nutritional requirements of school-aged children.

Applicable laws, rules, regulations and standards related to assigned activities.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Sanitation and safety practices related to food safety and sanitation, all types of food preparation environments.

Inventory methods and practices.

Budget preparation and control.

Modern office practices, procedures and equipment.

Proper lifting techniques.

ABILITY TO:

- Plan, coordinate and supervise the activities of a large food service operation.
- Organize and monitor the ordering, receiving and storage of food and related supplies for District schools.
- Coordinate and implement menu and recipe preparation functions.
- Assure compliance with nutritional content and applicable federal regulations and nutrition standards.
- Prepare and maintain department budgets and accounts.
- Train, supervise and evaluate assigned food service personnel.
- Recommend purchase of quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of laws, rules and regulations related to assigned activities.
- Plan and organize work.
- Prioritize and schedule work.
- Observe health and safety regulations.
- Work independently with little direction.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information.
- See to read a variety of materials.
- Move hands and fingers to operate a computer keyboard.
- Reach overhead and above shoulders to retrieve various items.
- Bend at the waist, kneel or crouch to retrieve files.
- Sit or stand for extended periods of time.
- Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

At least one year of experience as a Secondary Lead or Production Kitchen Lead and any combination equivalent to two years of supervisory experience in a food service related field, a high school diploma and any combination of professional growth credits or college courses in a related field such as business, computer technology, food management or nutrition.

LICENSES AND OTHER REQUIREMENTS:

- Valid ServSafe Certification.
- Valid California Class C driver's license.
- Floor-lift 41 pounds and arm-lift 41 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

- Office, food service and preparation and warehouse environment.
- Driving a vehicle to conduct work.