

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Child Nutrition Area Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	June 7, 2022	SALARY:	Tier IV Management Salary Schedule – Range – M

SUMMARY: Under the general direction of an assigned supervisor this position assists in planning, coordinating, and supervising the food services operations of an assigned group of schools; conducts a food service training program for food services personnel; and performs related work as required. May also assist with various menu planning activities, nutritional analysis of menus, and recipe development.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position 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.

Essential Duty = E

Assists in planning, organizing, ordering, purchasing and coordinating delivery of inventory to school site kitchens. **E**

Monitors, observes, and evaluates meal production methods, such as from-scratch recipes, to ensure meals are produced and served according to department standards and guidelines. **E**

Establishes operational plans to meet department’s culinary goals and objectives, implements processes, procedures and policies required to achieve overall department performance results. **E**

Monitors, observes, conducts surveys and audits at site kitchens to assure compliance with federal, state, county, and district laws, regulations, policies, procedures, directives and contracts concerning food service. **E**

Assists in the production and cost control of the district’s food service program; makes recommendations to improve overall program quality **E**

Assists in planning and selecting menus; determining quantities of food to be produced for serving locations; determining food and supplies requirements, and control over distribution and inventories. **E**

Responsible for accurate meal claim reporting and the monitoring of food service expenses; assists in approval of free and reduced price lunch applications. **E**

Reviews, assesses, and maintains daily operational data including meal participation and financial records for assigned serving locations; analyzes data and prepares a variety of administrative and auditable reports. **E**

Monitors sanitation and food quality of area sites for compliance with district policy and health and sanitation requirements. **E**

Participates in the interview and selection process of new employees; makes recommendations concerning staffing. **E**

Assists in training, orienting and observation of new food service employees. **E**

Assists in developing and implementing ongoing training for food service employees. **E**

Assists with the design, preparation, and maintenance of a wide variety of operations manuals. **E**

Assists in resolving food service problems at the school site. **E**

Makes recommendations for improvements in the food service program. **E**

Assists with marketing and education activity plans. **E**

Assists in the development and implementation of computer programs. **E**

Attends meetings and workshops. **E**

Supervises, trains and evaluates the performance of assigned personnel. **E**

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Specialized training in nutrition or food services, three years increasingly responsible experience in food service production, preparation of a-la-carte menus, and preparation of food in large quantities including at least two years supervisory or lead experience. Two years of culinary certificate or equivalent, preparation of scratch made menus preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License; Valid Food Safety Certificate.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer and use standard software and databases specific to the District (such as Point of Sale Food Service Management Software, Infinite Campus), Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, web page/menu information, word processing, spreadsheets, scheduling and calendar management, data management and complex calculations.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE OF:

Ordering, purchasing, inventory practices and procedures;
Federal and State laws and regulations relating to the school lunch and breakfast programs;
Management and supervisory principles and practices;
Financial record keeping principles and practices;
Office practices and procedures;
Computer applications.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
Plan, organize, coordinate, and supervise a large complex food service program;
Learn and keep current on sanitation and health laws and regulations;
Learn and keep current on methods and practices in large-scale food operations;
Analyze problems and recommend solutions;

Supervise and evaluate the work of others;

Speak and write effectively;

Work cooperatively with school employees, food service staff members, students and parents.

LANGUAGE SKILLS:

Ability to read, write, and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office and school site environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment; and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects (up to 35 pounds);; sitting or standing for extended periods of time; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies

HAZARDS:

Heat from ovens, stoves, steamers, etc.; exposure to very hot foods, oils and liquids, equipment and metal objects; working around knives or other sharp objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated training.

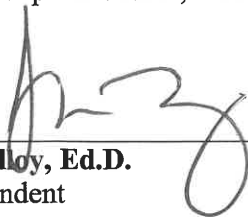
APPROVALS:



6/21/2022

Keith Rogenski
Assistant Superintendent, Human Resources

Date



John Malloy, Ed.D.
Superintendent

Date