



## PACIFICA SCHOOL DISTRICT Position Description

---

**TITLE:** Child Nutrition Supervisor

**REPORTS TO:** Chief Business Official

**CLASSIFICATION:** Classified

**WORK YEAR:** 11 month employee

**SALARY:** Classified Management Salary  
Schedule

**Basic Function:**

Under the direction of the Chief Business Official, plan, organize, control and direct the operations and activities of District-wide nutrition service programs and school cafeterias including nutrition, sanitation, cost control, purchasing and accounting functions; train and supervise the performance of assigned staff.

**Essential Duties and Responsibilities:** (Persons employed in this position 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 are intended to accurately reflect the principal job elements).

1. Plan, organize, and control the operations of the District's Nutrition Services programs to assure quality standards and time lines are met; assure compliance with applicable regulations, policies and procedures.
2. Plan, develop, prepare and evaluate menus for a variety of school food programs; determine and recommend need for types and quantities of food, supplies and equipment; order food, supplies and equipment in accordance with established guidelines.
3. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Inspect and review the food preparation and serving areas to assure that appropriate health and safety standards are maintained; oversee quality control in the preparation and handling of foods; drive a vehicle to conduct site visits and monitor operations.
5. Determine standards for efficient and sanitary practices in food preparation and service; direct the inspection of food served for quality standards; plan for proper storage and economical use of food and supplies.
6. Assist with coordination and scheduling catering events and other special events; estimate and order appropriate quantities of foods, supplies and materials; prepare catering proposals; evaluate vendors and attend vendor fairs; confer with students and staff concerning menus and food products.
7. Will oversee and, prepare and maintain when necessary, a variety of records, reports (including claims for reimbursement from state and Free and Reduced Applications) and other documents related to nutrition services operations, personnel, finances, sales and inventory; review and verify accuracy of paperwork and daily cash reports from school sites.



## **PACIFICA SCHOOL DISTRICT**

### **Position Description**

8. Represent the District and Nutrition Services program at a variety of meetings, seminars and conferences; conduct in-service meetings with staff
9. Communicate with administrators, school site staff, District departments, vendors and other outside organizations to coordinate activities, resolve issues and exchange information.
10. Provide technical expertise, information and assistance to the CBO; advise CBO of unusual trends or problems and recommend appropriate corrective action.
11. Participate in the formulation and development of policies, procedures and programs as requested; assist in establishing quality standards.
12. On an infrequent basis or under unusual circumstances, participate in the daily food service preparation and serving activities at the schools sites as necessary.
13. Coordinate Child Nutrition audits
14. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to travel to various sites to conduct site observations and monitor operations.
15. Perform other related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Procedures, methods, techniques and equipment used in the preparation, cooking and serving of large quantities of food, including quality and portion control.
- Nutrition, food values, food combinations, economical substitutions and menu planning.
- Commercial kitchen equipment, utensils and measurements.
- National School Breakfast and Lunch Program requirements including nutrition education
- Health and safety regulations
- Inventory control
- Banquet planning, preparation and service.
- Oral and written communication skills
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of office equipment including a computer and assigned software.
- Public speaking techniques.

#### **Ability to:**

- Plan, organize and manage the daily activities and operations of the District's Nutrition Services school cafeterias.
- Develop efficient and effective nutrition service operational methods and procedures.
- Demonstrate appropriate cooking, baking, serving and cleaning methods and techniques.
- Train and supervise the performance of assigned staff.
- Keep accurate records and prepare reports
- Manage the Child Nutrition Budget
- Speak, read, and write English at a level required for successful job performance.
- Work cooperatively with others
- Assure compliance with health and safety regulations.
- Coordinate and schedule catering events.



## **PACIFICA SCHOOL DISTRICT**

### **Position Description**

- Communicate effectively both orally and in writing.
- Maintain records and prepare reports related to assigned activities.
- Evaluate food products, supplies and equipment
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate and maintain commercial nutrition services machines and equipment.
- Operate a variety of office equipment including a computer and assigned software.
- Analyze operations and recommend improvements.
- Prepare and present oral presentations.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

### **WORKING CONDITIONS:**

#### **Environment:**

- Kitchen and office environment.
- Subject to heat from ovens.
- Driving a vehicle to conduct work.
- Occasional contact with dissatisfied individuals
- Constant interruptions

#### **Physical Requirements:**

- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy food trays, carts and supplies.
- Dexterity of hands and fingers to operate nutrition service equipment.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking to exchange information.
- Seeing to monitor food quality and quantity.

#### **Hazards:**

- Exposure to very hot foods, equipment and metal objects.
- Working around knives, slicers or other sharp objects.
- Heat from ovens.

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree in institutional food management, nutrition or a related field and four years experience in food preparation.



## **PACIFICA SCHOOL DISTRICT Position Description**

### **LICENSES AND CERTIFICATES:**

Valid California driver's license and proof of current California auto liability insurance at time of appointment, and throughout employment in this classification. Personal automobile for job-related travel. Valid Serv-Safe Certificate. Registered Dietician Preferred.

*Pacifica School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.*

Board Adoption: Pending Board Approval

Original:

Revised: 12/5/2017