

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Multi-Site Supervisor	<b>CLASSIFICATION:</b>	Classified Supervisors Association (CSA)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1598	<b>WORK YEAR:</b>	10 Months or 12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 9 Salary Schedule G
<b>REPORTS TO:</b>	Area Supervisor	<b>HR APPROVAL:</b>	05-07-12
		<b>HR REVISION:</b>	08-26-16

**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, inspect, and direct the activities and operations of any combination of designated high school, middle school, and/or elementary school cafeteria, and/or twelve month Federal Meal Programs. The duties listed below require independent judgment and analysis on an ongoing basis.

**DISTINGUISHING CHARACTERISTICS:**

Multi-Site Supervisors oversee the activities at designated sites, and coordinate, evaluate, guide, and assist in the development of department planning. Area Supervisors oversee the activities at all levels district-wide, and create, analyze, and develop departmental policies and procedures, and identify strategic objectives. Food Service Assistant III's and Food Service Assistant IV's provide direct service to customers at specific sites under direction of the supervisory team.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description 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 principle job elements.)**

Supervise, train, monitor, and evaluate the performance of assigned staff; may provide immediate employee feedback, assistance, and tools to succeed in their job performance; may participate in the interview and selection of new employees; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Provide input to the development of department menus; assist in the quality and cost control of the Nutrition Services Program in accordance with federal and state regulations, guidelines, and procedures, as well as department policy. **E**

Participate in meetings, classes, workshops, and training sessions to enhance and develop leadership skills. **E**

Estimate needed quantities, account for purchases received, and check foodstuff and supplies; check invoices for quantity received and unit costs; check monthly statements for receipt of invoices listed; contact vendors for necessary adjustments; approve and initial invoices and statements for reconciliation and payment; maintain appropriate inventory levels. **E**

Identify training and development needs, and conduct training with assigned staff at sites. **E**

Prepare, review, and maintain a variety of reports and records including, but not limited to, daily and monthly reports, United States Department of Agriculture (USDA) and California Department of Education (CDE) guidelines, and health inspections. **E**

Serve as a liaison for Nutrition Services in establishing positive relations with students, school staff, the community, and other nutrition services programs. **E**

Partner with assigned supervisor regarding program needs and conditions; jointly develop creative strategies and methods to create a successful program. **E**

Monitor department operations at designated sites to ensure compliance with federal, state, and local laws, rules, and regulations; ensure all related documentation is completed accurately and in a timely manner. **E**

Operate a computer to maintain records and provide reports. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide excellent customer service by establishing positive relationships with district personnel, vendors, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division; attend supervisor meetings. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years of increasingly responsible food service experience equivalent to a Food Service Assistant IV or Food Service Assistant III in a school food service program or beyond experience in a large school district, and/or any combination of education/supervisor/management experience in larger institutional food services, restaurant and hospitality, or other quality food service experience would suffice in lieu of large school district experience. Coursework in Nutrition, Culinary Arts, Food Management, and/or a related field preferred.

Note: In-district employees must obtain a General Educational Development (GED) certificate within one year of placement in position.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and provide ability to be insured; employee entrance evaluation (lifting test); current ServSafe Certificate issued by the National Restaurant Association Educational Foundation or other food safety certification recognized by the California Uniform Retail Food Facilities Law.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles and practices of supervision, training, evaluation, and leadership.  
Planning, organization, and operation of a large, multi-site school food service program.  
State and federal child nutrition program regulations and procedures.  
Applicable laws, rules, regulations, and standards related to assigned activities.  
Basic budget preparation, control, and recordkeeping.  
Operation of a computer, related software, and standard office equipment.  
Interpersonal skills using tact, patience, and courtesy.  
Safe working methods and procedures.  
Food safety and sanitation practices.  
Quantity food preparation, menu design, and progressive cooking techniques.  
Hazards, health and safety regulations, and standards related to job duties.

#### **ABILITY TO:**

Perform the basic function of the position.  
Meet the requirements and perform the duties of a Food Service Assistant IV position classification.  
Supervise, train, monitor, and evaluate the performance of assigned staff.  
Prioritize, schedule, and assign work to meet timelines.  
Perform mathematical computations quickly and accurately.  
Operate and demonstrate the use of standard food service equipment.

Operate a computer, related software, and standard office equipment to maintain records and prepare reports.  
Communicate effectively, both orally and in writing.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities related to work.  
Establish and maintain cooperative working relationships with others.  
Analyze situations accurately, and adopt an effective course of action.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Understand and follow oral and written directions.  
Lift, carry, push, or pull moderately heavy objects.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; noise from equipment operation; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Lift, carry, push, or pull moderately heavy objects; stand and walk for extended periods of time; dexterity of hands and fingers to operate kitchen equipment and a computer; carry, push, or pull food trays, carts, materials, and supplies; reach overhead, above the shoulders, and horizontally; see to monitor activities, view a computer monitor, and assure proper quantities of food; bend at the waist and knees to retrieve objects and equipment.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied individuals; exposure to very hot foods, equipment, and metal objects; subject to burns from hot water, cooking, steam, and warmers; exposure to sharp knives and slicers; exposure to fumes from gas ovens and oven cleaners, sanitation cleaning agents, and pesticides; exposure to loud noises; slips and falls due to wet floors; repetitive hand and shoulder movement; standing on cement floors for extended periods of time; eye strain from detailed paperwork and computer use.

*(Former Classifications: Site Supervisor I, Site Supervisor II, Site Supervisor III)*

**HEALTH BENEFITS:** Classified Supervisor Association (CSA) employees purchase a portion of their own health benefits with district-offered plans.

**APPROVALS:**

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Union Signature(s)

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Date

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date