

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

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<b>TITLE:</b>	Supervisor, Food Services - Area	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1417	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 13 Salary Schedule G2
<b>REPORTS TO:</b>	Director, Nutrition Services	<b>BOARD APPROVAL:</b>	09-22-03
		<b>CABINET REVISION:</b>	10-24-17

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**BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, plan, coordinate, and monitor District foodservice department; provide training to personnel develop healthy and nutritious menus; and coordinate communications and serve as a technical resource for USDA school meal programs.

**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.)**

Oversee and provide work direction, training, and accountability to the Multi-Site Supervisor. **E**

Supervise, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make staffing recommendations; discipline assigned staff according to District policies and procedures. **E**

Travel to various school sites and supervise, direct, monitor, and coordinate all activities related to food procurement, production, distribution, and service; assure quality and cost controls of the District's foodservice program; and review and assess school daily/monthly financial data including meal counts, cash deposits, meal eligibility data, and accuracy of claims for reimbursement. **E**

Arrange substitutes for absent food services staff; maintain personnel and related records. **E**

Monitor and inspect school sites for food safety and sanitation requirements. **E**

Communicate with physicians, parents, and staff concerning food substitutions for students with disabilities or special needs as required. **E**

Develop menus and recipes assuring nutritional content meets or exceeds all Federal requirements; utilize locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District whenever practicable to maximize the taste and quality of our school meals and to support the Farm to Fork efforts of the Sacramento Region. **E**

Collaborate with site administrators and participate in strategic planning, designing, and implementation of District's food services programs; coordinate outreach efforts to strengthen District food service programs for quality improvement. **E**

Develop training programs and materials; conduct and coordinate meetings, workshops, conferences, and special events for personnel, parents, students, and the community; and provide mentoring and technical assistance to assigned staff. **E**

Provide technical expertise in the National School Lunch Program, School Breakfast Program, At Risk Supper Program, After School Snack Program, and Child and Adult Care Food Program; respond to questions or concerns from parents, site administrators, the community, and District staff. **E**

Prepare, maintain, and review a variety of records and reports; compose a variety of correspondence; assist in drafting policies, procedures, directives, and contracts; and assure compliance with federal, state, county, and District laws, regulations, policies, procedures, and directives concerning foodservice. **E**

Provide excellent customer service by establishing positive relationships with District personnel, agencies, representatives from external organizations, and the community. **E**

Promote teamwork by sharing knowledge, cooperating with others, actively participating in meetings and work groups, and supporting the goals and objectives of the District. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Nutrition Services. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate’s degree with a major in food, nutrition, or culinary management or a related field; and three years increasingly responsible experience with school meals, restaurant, or hospital foodservice management. Candidates with five or more years’ experience as a manager or supervisor in school foodservice, restaurant or hospital foodservice will be considered in lieu of associate’s degree. Experience with large scale central production kitchens preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Serve Safe or other Food Safety Certification required. Valid California driver’s license; provide personal automobile. Overall scores in computer software QWIZ testing program preferred as follows:

- Keyboarding ..... 50 Correct WPM
- Word ..... 80% Overall Score
- Excel ..... 80% Overall Score
- Nutrition Analysis..... No Software Test

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Pertinent food service sanitation, health, and safety regulations.
- Nutrition principles and quantity food preparation.
- Nutrition analysis software.
- Technical aspects of field of specialty.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and objectives.
- Research methods, report writing techniques, and record-keeping techniques.
- Communication and public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer terminal, related software, and other office equipment.  
Principles and practices of effective supervision.  
Health and safety regulations.

**ABILITY TO:**

Supervise, plan, organize, coordinate, and direct the food production, distribution, and serving in schools within an assigned geographical area of the school district requiring independent judgment and analysis.  
Assist in the quality and cost control of the district's food service program.  
Supervise, evaluate, train, and direct the performance of assigned staff members.  
Analyze operational problems, and recommend and implement program improvements.  
Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.  
Research, analyze, compile, verify data, and prepare reports.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Maintain confidentiality as appropriate.  
Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.  
Operate a computer and related software to enter data, maintain records, and generate reports.  
Communicate effectively, and maintain cooperative and effective working relationships with others.  
Analyze situations accurately, and adopt an effective course of action.  
Work independently with little direction, and meet schedules and timelines.  
Compose correspondence and written materials independently  
Utilize effective leadership skills that work well within a team setting.  
Meet district standards of professional conduct as outlined in Board Policy.  
Lift light objects according to safety regulations.

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

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

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; seeing to assure proper quantities of food and monitor activities; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and kitchen equipment; carrying pushing or pulling food trays, carts, materials, and supplies; reaching overhead, above the shoulders, and horizontally; bending at the waist; and lifting light objects.

**SAMPLE HAZARDS:**

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers; exposure to cleaning agents and pesticides; contact with dissatisfied or abusive individuals.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.