

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Nutrition Services Personnel	CLASSIFICATION:	Classified Non-Represented Supervisor
SERIES:	Supervisor II	FLSA:	Exempt
JOB CLASS CODE:	9773	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 16 Salary Schedule G2
REPORTS TO:	Director, Nutrition Services	CABINET APPROVAL:	02-11-2020

BASIC FUNCTION:

Under the direction of the Director of Nutrition Services, coordinate, plan, and direct appropriate daily staffing levels for the Nutrition Services department and central kitchen. Act as department liaison with Human Resources Department, Payroll, and Risk Management for various personnel related matters.

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.)

Manage and oversee department's vacancy requisition approval process, short-term temporary per diems, working out-of-class assignments, and leave of absence requests and approvals to ensure timely hiring results and sites are appropriately staffed. **E**

Analyze, maintain, and monitor allocations of budgeted positions based on staffing needs, labor formulas, site programs, and key performance indicators for all school sites. **E**

Collaborate with Human Resource Services on recruiting efforts; advertise position vacancies, i.e., online, social media, and District email/interoffice mail; and coordinate, schedule, and facilitate Nutrition Service job fairs. **E**

Confer with Nutrition Services supervisors regarding staffing vacancies, contract and working out-of-class staff, short-term temporary employee needs, placements, transfers, attendance, performance, and risk management incident/accident reporting and outcomes.

Oversee, supervise, train, and evaluate the performance of short-term temporary personnel; participate in the interview and selection of new employees; and make candidate recommendations. **E**

Develop, update, and coordinate schedule new employee orientations and on the job training program for contracted employees and short-term temporary new hires. **E**

Maintain Nutrition Services' site information for all school sites of meal times and counts, program types, assigned personnel and contact information, bell schedules, and required contract work hours; ensure accurate information to warrant necessity for short-term temporary personnel. **E**

Record probationary, permanent, and short-term temporary personnel daily absences; coordinate and assign short-term temporary staff as appropriate to ensure timely and efficient service to students. **E**

Manage department's short-term temporary personnel performance evaluations; monitor and make certain supervisors conduct probationary and permanent staff performance evaluations to assigned staff; and conduct exit interviews and maintain current statistical data on staff turnover. **E**

Confer with Human Resource Services Director, Nutrition Services Director/Supervisors, and school administrators accordingly to resolve short-term temporary personnel performance issues and related matters; recommend and advise short-term temporary employees on performance matters within District guidelines and collective bargaining agreements. **E**

Oversee, process, reconcile, audit daily and monthly payroll and absence reports for all contract and temporary short-term staff and student workers in accordance with District procedures, collective bargaining agreements, rules, and regulations; ensure monthly payroll deadlines are met. **E**

Maintain Incident/Accident reports and act as department liaison with District third party insurance carrier and Risk Management department. **E**

Assist District's Risk Management department to coordinate workers' compensation and light duty/return to work programs for Nutrition Services' employees; identify and implement department job-related accommodations for non-industrial injured or ill employees. **E**

Oversee monitoring of annual District mandatory trainings and USDA professional growth training hours for all nutrition personnel and substitutes; follow up as required. **E**

Initiate and process all personnel reports in a timely and effective manner. **E**

Respond to all employee inquires in a timely and effective manner. **E**

Attend meetings as required; make occasional school site visits. **E**

Organize and maintain a variety of personnel related files, documents, procedures; compile data, maintain spreadsheets, and prepare reports and routine correspondence as necessary. **E**

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

Participate in the preparation, administration, and control of special projects and activities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree in human resources, business, nutrition, personnel management, or related field. A minimum of (5) years' experience required as a manager or supervisor for school nutrition programs, restaurants, hotels, or other related field including human resources or personnel. Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

LICENSES AND OTHER REQUIREMENTS:

Hold a current Serve Safe or other Food Safety Certification required; require at least 10 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals. Valid California driver's license, provide personal automobile, and proof of automobile insurance. Overall scores in computer software QWIZ testing program preferred as follows:

Keyboarding 55 Correct WPM
Word 85% Overall Score
Excel 85% Overall Score
PowerPoint 85% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies, and objectives.
Employment regulations.
Nutrition Services' programs and operations at all school and community sites to ensure appropriate staffing and needs assessment for temporary short-term personnel.
Nutrition Services' team knowledge, experience and abilities.
Nutrition Services' business model, work schedules, working conditions, staffing needs, and work duties for all positions in Nutrition Services and Central Kitchen.
School nutrition programs and applicable federal and state rules and regulations and District policies and procedures.
Applicable collective bargaining agreements.
Food handling, safety, and sanitation standards and techniques in accordance with HACCP principles.
Principles and practices of effective supervision.
The District's personnel and payroll system.
Interpersonal skills using tact, patience, and courtesy.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Operation of a computer and assigned software and related systems applications.
Paperless electronic filing systems.

ABILITY TO:

Perform the basic functions of the position.
Problem solve.
Communicate effectively both verbally and written correspondence and handle confidential and sensitive information with professionalism and discretion with staff from various cultural backgrounds and education levels.
Maintain highest level of confidentiality for all employee payroll, personnel, and medical records information.
Supervise, evaluate, train, and direct the performance of assigned staff members.
Analyze operational problems, and recommend and implement program improvements.
Operate a computer, scanner, and related software to input, output, update, and access a variety of records and information.
Learn and utilize computer database programs to generate reports and analyze data.
To provide excellent customer service while working with frequent interruptions in fast-paced environments, meeting deadlines and or mandates and maintain effective communication with all internal and external contacts.
Strong organization skills and the ability to set changing priorities.
Working knowledge of Word, Excel and cloud-based platforms.
Analyze various department position descriptions and provide accurate job information to applicants and new hires regarding job expectations.
Develop, implement, and monitor procedures to ensure accuracy of related job functions.
Perform related payroll reconciliations and resolve discrepancies.
Collaborate with Human Resource Services, Budget Services, and Payroll departments to develop standard operating procedures with a continuous improvement mindset.
Independently establish priorities and accomplish work within time constraints.
Create and maintain a satisfied, qualified and productive workforce.
Conduct reference checks.
Assist Director with various projects with a high level of productivity and accuracy.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with diverse communities.

Read, interpret, apply, and explain rules, regulations, policies and procedures related to classified employment and compensation.

Work in a team environment; organize, coordinate, and oversee team activities.

Meet state and District standards of professional conduct as outlined in Board Policy.

Perform related duties as assigned.

Maintain regular and timely attendance.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Ability to work in an office environment primarily on the phone and computer.

SAMPLE PHYSICAL ABILITIES:

Sitting, standing, walking, hearing, talking on the telephone, attending in-person meetings, typing and working with paper/files; seeing to read, prepare, proofread documents, and monitor activities; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; and lifting light objects.

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