

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

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<b>TITLE:</b>	Supervisor, Nutrition	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor IV	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1407	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 22 Salary Schedule G2
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	09-22-03
		<b>BOARD REVISION:</b>	

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**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct a variety of nutrition education and Nutrition Services operations requiring independent judgment and analysis, including strategic planning, requisitioning, budgeting, accounting, nutritional evaluation, and menu planning; supervise, evaluate, train, and direct the performance of assigned staff members.

**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, plan, organize, coordinate, and direct a variety of nutrition education and Nutrition Services operations requiring independent judgment and analysis, including strategic planning, requisitioning, budgeting, accounting, nutritional evaluation, and menu planning. **E**

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

Responsible for the development and nutritional analysis of district menus to meet nutritional requirements for all child nutrition programs, portion and cost controls, and coordination of the commodity program. **E**

Conduct nutrient analysis for new food and USDA commodities; review lab test analysis, and assure compliance with nutrient goals; check quality and food safety of food product; maintain current knowledge of National School Lunch and Breakfast Program rules and regulations. **E**

Conduct taste tests, nutrition surveys, work studies, product comparisons to discern student preferences and evaluate food quality per specifications, and other activities. **E**

Supervise and approve requisitions; procurement, storage, and distribution of food, supplies, and equipment; assist in planning cafeteria layouts and in the selection and placement of suitable equipment. **E**

Assist with nutrition and health workshops related to health and proper eating habits; assist in planning staff inservice training programs; oversee sanitation of food handling practices within district food service kitchens. **E**

Interpret policies, procedures, practices, laws, and regulations to district personnel, students, parents, and the public; provide information related to student nutritional needs and Nutrition Services operations. **E**

Prepare operational objectives, department budgets, applications, contracts, reports, as required; coordinate monthly newsletter and other promotional activities. **E**

Coordinate nutrition education grants; responsible for writing, administering, evaluating, and complying with grant requirements. **E**

Demonstrate initiative in devising and adopting new methods to improve Nutrition Services; provide, conduct, and participate in nutrition educational programs and presentations to the Board of Education. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

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

Perform related duties as assigned.

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

Any combination equivalent to: bachelor's degree in nutrition, dietetics, or closely related field, and nine years increasingly responsible experience in a large food service operation. Preference will be given to a dietician applicant who is registered with the American Dietetic Association.

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

Valid California driver's license; provide personal automobile. Overall scores in computer software QWIZ testing program preferred as follows:

Keyboarding .....	65 Correct WPM	Nutrition Analysis .....	No Software Test
Word .....	95% Overall Score		
Excel .....	95% Overall Score		
PowerPoint.....	95% Overall Score		

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Applications related to nutritional analysis.  
 Proper collection of food samples for lab analysis procedures.  
 Review results of lab analysis reports, and make recommendations.  
 Methods of food preparation, sanitation, and safety practices.  
 National School Lunch and Breakfast Program rules and regulations.  
 Nutritional requirements of school-aged children.  
 Menu planning techniques including food values, combinations, and substitutions.  
 Technical aspects of nutrition and institutional food services.  
 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.  
 Presentation, 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 a variety of nutrition education and Nutrition Services operations requiring independent judgment and analysis, including strategic planning, requisitioning, budgeting, accounting, nutritional evaluation, and menu planning.

Provide a variety of information to individuals in nutrition food services including school nutrition programs.

Oversee sanitation of food handling practices within district food service kitchens.

Supervise, evaluate, train, and direct the performance of assigned staff members.

Plan, create, prepare, and conduct nutrition educational presentations.

Create nutrition and food service promotional activities.

Assure that food items are prepared, served, and stored properly.

Communicate nutrition requirements of children, and general nutrition information.

Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Coordinate nutrition education grants; 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:**

Office and site work environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations; 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; lifting light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals.