

ORANGE UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES OPERATIONS SUPERVISOR

DEFINITION

Under direction, to plan, organize, coordinate and supervise the functions and activities of school facility nutrition program; to review, monitor and evaluate the school nutrition service facility and equipment pertaining to cleanliness, sanitation, and safety; to review, audit and evaluate the performance of the nutrition service personnel; and to do other related work as required.

ESSENTIAL DUTIES

- Plan, organize, schedule and supervise the serving and storage of food, and the cash and operational records
- Review, monitor, and supervise the transporting and receiving of foods at schools and other serving facilities.
- Monitor the food service, distribution process to ensure that delivered foods are of high quality and in an appropriate serving condition.
- Participate with nutrition service personnel in resolving unusual or unforeseen problems.
- Examine foods received at the schools and facilities to ensure adherence to quality control standards.
- Observe, monitor, and audit nutrition service serving operations in maintaining portion control standards.
- Instruct, demonstrate and train nutrition service personnel in the food preparation, packaging and delivery processes.
- Supervise and coordinate the cleaning of the nutrition service equipment and facilities to ensure that the food service facilities are maintained in an orderly, clean, safe and sanitary condition.
- Determine foodstuff, supply and material needs, and request and maintain appropriate facility inventories.
- Review, inspect and supervise the delivery and storage of foodstuffs, supplies and materials to ensure against shortage and damage.
- Maintain a variety of manual and automated files and records, including operational equipment servicing schedules, inventory control and personnel related records.
- Prepare periodic operational and production reports, personnel time reports and other related reports.
- Monitor, observe, review and evaluate the performance of food service personnel.

QUALIFICATIONS

Knowledge of:

Procedures, methods, techniques, equipment and terminology used in the preparation, cooking, baking and serving of large quantities of foods and baked goods;
Basic requirements of the National School Breakfast and Lunch programs;
Methods, techniques and strategies of organization, supervision and employee evaluation;
Safe working methods and procedures.

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Ability to:

Effectively and efficiently prepare, package, deliver, and serve large quantities of foods and baked goods;

Operate a variety of equipment utilized in a food processing facility;

Organize, schedule, coordinate and supervise the work of others;

Analyze and determine foodstuffs, supplies and materials requirements;

Demonstrate proper and appropriate food preparation, packaging and service methods and techniques;

Maintain operational records and files, and prepare clear and concise reports;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience of quantity food preparation, service and kitchen maintenance functions in a commercial, institutional or school food service facility, including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work and training in the supervision of food preparation, safety, sanitation, or other related areas.

License Requirements

Possession of a valid California Motor Vehicle Operator's License

Condition of Employment

Insurability by the District's liability insurance carrier.