



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

NUTRITION SERVICES SUPERVISOR

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist in planning, organizing, coordinating and supervising the operations of the District's Nutrition Services program; review, monitor and evaluate Nutrition Services equipment, facilities, school sites and other food service locations for cleanliness, sanitation and safety; review, audit and evaluate the performance of Nutrition Services personnel; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Plan, organize, schedule, monitor and supervise delivery, receipt, storage and service of food at school and other District locations.
- Monitor the distribution process of service items to ensure that the items meet high quality control and portion control standards.
- Prepare and analyze menus for nutritional content.
- Assist other Nutrition Services personnel in resolving unusual or unforeseen problems.
- Plan, organize and conduct workshops and in-service presentations for food service, sanitation, safety, point of sale and other related topics.
- Train Nutrition Services personnel in the proper methods of preparation, packaging, delivery, receipt and storage of food service items.
- Supervise and coordinate cleaning and maintenance of Nutrition Services equipment and facilities to ensure that standards of cleanliness, safety and sanitation are met.
- Determine foodstuffs, supplies and materials requirements.
- Request and maintain appropriate inventories.
- Maintain a variety of records which include cash and operation/production records, equipment service and maintenance schedules, personnel-related and other records.
- May assist in scheduling substitute nutrition service workers.
- Prepare operation and production reports, personnel time reports and other related reports as necessary.
- Monitor, observe, review and evaluate the performance of Nutrition Services personnel.
- Analyze financial, labor and sales reports and other statistical data as they relate to the Nutrition Services program.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern methods, procedures, techniques and terminology used in the preparation, cooking, baking, presentation 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 training and evaluation.
- Work safety practices and procedures.

ABILITY TO:

- Effectively and efficiently receive, store, prepare, package, deliver and serve large quantities of foods and baked goods.
- Operate a variety of equipment utilized in a food processing and serving facility.
- Organize, schedule, coordinate and supervise the work of others.
- Analyze and determine foodstuffs, supplies and materials requirements.
- Demonstrate and instruct others in proper and appropriate food preparation, packaging and service methods and techniques.
- Maintain various Nutrition Services-related records and files.
- Prepare clear and Rialto Unified School District concise reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships among culturally and ethnically diverse groups, which may include parents, students, employees, coworkers, teachers and various District site administrators.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental training or course work in food preparation, safety, sanitation, or other related areas.

EXPERIENCE:

Four years of supervisory experience in food service management, including responsibility for organizing and training personnel, financial controls, food purchasing, menu planning and the servicing of foods in a school district, public institution or large commercial establishment.

Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator’s license.
- Insurability by the District’s liability insurance carrier may be required.
- An approved and accredited food safety certificate is required within the first 60 days of employment and must be renewed every five years.
- A negative tuberculosis skin test or chest x-ray.

PREFERRED QUALIFICATIONS:

- An Associate’s degree is preferred, but not required.
- Registered Dietician’s degree is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen and cooking facilities work environment.

PHYSICAL ELEMENTS:

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

- Will frequently lift, carry, push, pull, or otherwise move objects weighting up to 50 pounds.
- Must be capable of bending at the waist, kneeling, reaching above shoulder level and bending the arms at the elbow and wrist.
- May sit or stand for extended periods of time.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be able to provide oral information, both in person and over the telephone/other communication devices.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various to handle and work with various materials and objects.

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

POTENTIAL HAZARDS:

N/A

Revision Date: 11/16/2022

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**