



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

<u>OPERATIONS SUPERVISOR – CHILD NUTRITION</u>	
DEPARTMENT/SITE: Child Nutrition REPORTS TO: Director of Child Nutrition	SALARY SCHEDULE: Classified Supervisory SALARY RANGE: 2 WORK CALENDAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Child Nutrition, the Operations Supervisor - Child Nutrition supports the educational process with specific responsibility to assist in overall monitoring of school food service operations, maintain quality control standards, procedures, and regulations, supervise and train employees to ensure job functions are performed in a safe and efficient manner, assist staff at school sites by helping them complete their duties on a daily basis including covering absences; ensure that sites receive menu items, supplies, and equipment on time; answer staff questions and provide training. The incumbents in this classification provide the school community with ensuring students receive their mandated nutritional needs which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Applies sound supervisory techniques and recommends appropriate and timely personnel actions such as shifting assignments temporarily, making long-term staffing decisions such as promotions, hirings and terminations in accordance with District human resource requirements; monitors employee performance and provides timely feedback and evaluation.
- Assigns work activities and projects; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
- Assists as directed with planning the menus for all programs, creating standardized recipes, production records, and conducting nutrient analysis.
- Assists in the supervision, selection, training, motivation and evaluation of personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline procedures.
- Assists the Director of Child Nutrition Food Services in managing and overseeing the activities and operations related to the District Food Services system, facilitating implementation of responsive solutions through frequent checking of electronic communications and providing direction and adjustments as needed.
- Checks data and orders for accuracy, approving invoices and purchase orders.
- Checks for absences at sites and finds coverage, recording dates and start/end times of substitutes for accurate timesheets and payroll.
- Exercises considerable judgment and discretion in accounting for the efficient and effective use of staff, supplies, equipment and time in providing optimum service.
- Monitors and ensures adherence to safe work practices, coordinating development and implementation of training and safety programs and assisting in development, implementation, and scheduling of staff meetings.

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MOTION NO. 58-2023/24
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- Performs functions of other nutritional services positions as needed to ensure adequate staff coverage within site nutritional services operations.
- Plans and coordinates catering menus; supervises and implements a profitable catering program.
- Plans and coordinates schedules; coordinates the use of Department staffing; and arranges for substitute staffing assignments.
- Prepares a wide variety of documentation (e.g., cumulative meal counts, budget reports, reconciliation reports, cash summary, time sheets, etc.) for the purpose of documenting activities, data, and conveying information.
- Remains current concerning pending and existing State legislation relative to student Food Services.
- Responsible for overseeing required record keeping, personnel, labor hours, food cost, profit and loss, work schedules, documenting staff performance, etc., in assigned schools.
- Reviews and writes memorandum, prepares technical reports including cost analysis for food and labor; prepares statistical breakdowns and analyses of various programs; writes reports as requested.
- Serves as a liaison between school site administration, kitchen employees and office staff.
- Supervises food service workers and other personnel as assigned (e.g., orients, trains, evaluates) to maximize work productivity, provide adequate coverage, and ensure compliance with health, safety and nutritional standards of child nutrition operations centrally and at sites.
- Tracks payroll information (e.g., time sheets, leave requests, etc.) for the purpose of updating information and/or authorizing accurate and timely payments.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Operational characteristics, services, and activities of a food services and nutrition program
- Principles and practices of food services management in a large institutional setting.
- Principles and practices of management, training, performance management and evaluation, and supervision including efficient and economical employee scheduling, purchasing, marketing, merchandising and accountability
- Food production, cooking, catering, menu development, nutrition, etc.
- Federal, state, and local laws, codes and regulations pertaining to safe food handling, preparation, and serving
- Food service production equipment and hardware and software used in food service data management
- Demographic and multicultural characteristics including culinary, food, and taste preferences of the communities served by the District

Skills and Abilities to:

- Plan and manage projects
- Adhere to and enforce food handling and worker safety practices
- Prepare and maintain accurate and up-to-date records
- Operate standard office equipment including District-issued hardware and pertinent software applications
- Understand and use complex computer spreadsheets, word documents and financial reports
- Manage, direct and coordinate the work of lower-level staff
- Select, supervise, train, and evaluate staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Interpret and apply Federal, State, and local policies, laws and regulations
- Communicate effectively both orally and in writing
- Correct use of English spelling, grammar, and punctuation

- Establish and maintain cooperative working relationships with others
- Understand and follow oral and written instructions

RESPONSIBILITY:

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High school diploma or equivalency. Specialized training/schooling in culinary arts, food service management or nutrition services required. Supplemental college level course work in business management/administration, food and hospitality service, public administration, personnel management, or related field is preferred.

EXPERIENCE REQUIRED:

Four (4) years of increasing responsibility in food services operations that included experience in food production, catering, purchasing, marketing, merchandising, and accountability is required. At least one year of the required experience must have been at a supervisory level that included delegating work to and supervising the work of employees.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License for travel to/from District Office and school sites and to workshops, conferences, and trainings relative to performance of job functions, duties, and responsibilities.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- Obtain and maintain a Serve Safe Certificate
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam D through District’s provider at District’s expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Performing duties at times in an office setting and at times in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Sitting for extended periods of time to prepare reports, place orders, set schedules, and attend meetings
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders and horizontally
- Seeing to assure proper quantities of food and read computer screen and documents
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects

- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents