



HEMET UNIFIED SCHOOL DISTRICT  
1791 W. Acacia Ave. – Hemet, CA 92545-3637 - (951) 765-5100

## **NUTRITION SERVICES OPERATIONS SUPERVISOR**

### **JOB SUMMARY**

Under general direction of Nutrition Services Director and/or Assistant Director, to have responsible charge of the Central Production Center; to supervise and participate in the planning, production, logistics, vending, and maintenance for Nutrition Services; to supervise and direct the work of assigned personnel. This is a supervisory position responsible for the management and operation of the Central Production Center which includes safety and sanitation; equipment maintenance; logistics, quality assurance of school nutrition programs; trains, supervises, and evaluates employees assigned to the Central Production Center; adhere to, implement and assure compliance with all program rules, regulations and policies; does related work as may be required.

### **EXAMPLES OF DUTIES**

- Organize and supervise the activities of maintenance, energy conservation, logistics, vending, and custodial sections of the Nutrition Services department including skilled maintenance, facilities maintenance, logistics, vending, and custodial staff;
- Trains, supervises, and evaluates the performance of assigned employees;
- Train and instruct new and regular personnel in proper work methods and procedures;
- Ensures that proper sanitary principles and safety rules and practices are in compliance with Hazard Analysis Critical Control Points (HACCP) regulations (e.g. cleaning of utensils, dishes, equipment, facilities, etc.);
- Requisition foods and supplies;
- Monitors the receiving, storing, pulling, and delivery of food items;
- Direct and oversee periodic inventories of foods and supplies;
- Keep various records of cafeteria activities and prepare written reports;
- Supervise collection and forwarding of money to the District Office and/or Bank;
- Plan and direct work schedules of assigned employees and student workers;
- Schedule, coordinate, and monitor Central Production Center and school kitchens maintenance and repairs;
- Select and schedule replacement of kitchen equipment, supplies, and food service vehicles as needed;
- Supervise and monitor kitchen pest management;
- Direct preparation, portioning and special packaging of foods for distribution;
- Ensure that in-service training, safety training, and proper safety practices are followed;
- Prepare cafeterias and Central Production Center for summer session and new school year start-up;
- Organize and supervise the departmental energy conservation program;
- Direct the securing of refrigerators, freezers, food storage rooms, office and kitchen areas at end of work periods;
- Attend manager's meetings and periodic in-service sessions as may be required;
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Principles of food service management, administration, supervision, training, safety, and security;
- Safe and sanitary food storage and transport;
- Appropriate techniques for lifting and/or carrying supplies;
- Technical aspects of use, preventive maintenance, and repair of commercial equipment;
- Relevant sections of the California Retail Food Code (Cal Code);

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**NUTRITION SERVICES OPERATIONS SUPERVISOR (continued)**

- Federal, State, and Local laws and regulations and District requirements concerning such matters as sanitation, safety, and distribution;
- Principles and practices of sustainable vending operations;
- Integrated pest management;
- Principles of labor relations and management and working with unions;
- Interpersonal skills using tact, patience, and courtesy;
- Computer operations and tech support for operation;
- Business mathematics;
- Principles and techniques of employee supervision, training, and evaluation.

**Ability to:**

- Plan, assign, schedule, train, review and evaluate the activities and work performed by assigned personnel;
- Analyze situations accurately and adopt an effective course of action that demonstrates good problem-solving skills;
- Respond to maintenance calls 24 hours per day, 7 days per week;
- Operate all kitchen equipment;
- Maintain accurate records and schedules;
- Prepare clear, complete and concise reports, correspondence, directives, recommendations and procedures using correct grammar, syntax, punctuation and spelling;
- Communicate effectively both orally and in writing;
- Operate a computer input/output device to utilize applicable work processing and recordkeeping programs;
- Make arithmetical calculations with speed and accuracy, including the handling of money;
- Understand and follow oral and written instructions given in English;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Handle situations with tact, diplomacy, and discretion;
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

**Education:** High School diploma or GED equivalent supplemented by college level courses or special training in nutrition, food service management, supervision or similar areas listed in knowledge and abilities.

**Experience:** Three (3) years of paid experience in a supervisory level position within food service management.

**REQUIRED LICENSES AND/OR CERTIFICATES**

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

A valid ServSafe Management Certificate in Food Safety and Sanitation; and 10 hours of continuing education annually as required by 7 CFR 210.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

**Physical Requirements**

Moderate to heavy work, significant lifting/pushing/pulling and/or carrying of objects weighing up to 50 pounds; ability to bend, stoop, grasp and reach; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% climbing, crouching, and stooping, 20% walking and 20% standing.

**NUTRITION SERVICES OPERATIONS SUPERVISOR (continued)**

**Working Conditions**

Working indoors and outdoors, may travel to alternate sites. Exposure to: cold/heat from freezers, refrigerators, ovens/warmers and kettles, temperature extremes, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, included but not limited to bleach and detergents, and some hazardous conditions.

**SPECIAL NOTE**

A pre-employment physical examination may be required for the successful candidate prior to employment.

**EMPLOYMENT STATUS**

Classified Management position  
Salary Schedule Row 42

JANUARY 2021