



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

NUTRITION SERVICES SUPERVISOR

DEFINITION/DISTINGUISHING CHARACTERISTICS

Under general supervision, to have responsible charge of the District's Central Production Kitchen; to supervise and participate in the preparation, cooking, baking, and portioning of foods in large quantities; to supervise and direct the work of assigned personnel. This is a supervisory position reporting to the Director of Food Services. An incumbent is responsible for the management and operation of the District's Central Kitchen which prepares a large portion of all prepared foods sent to the District satellite school kitchens as well as prepare and serve food for high school students and staff.

EXAMPLES OF DUTIES

Supervise a staff of Assistants and Cook/Bakers preparing Snack Bar items and student lunches in a high school kitchen that also prepares food for delivery to satellite schools; Plan, organize and direct the food service program following established procedures; Supervise the preparation of main dish items, salads, sandwiches, desserts, vegetables, snacks and foods for extra-curricular events; Direct the set-up of the cafeteria, snack bar, and the portioning and serving of foods; Train and instruct new and regular personnel in proper work methods and procedures; Supervise the maintenance of proper sanitary conditions such as the cleaning of utensils, dishes, equipment and facilities; Requisition foods and supplies, check quantities and quality of food orders and supervise storage; Take 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; Adjust items under the manager's control to balance cost and income; Plan and direct work schedules of assigned employees and student workers; Initiate work orders for repair or special maintenance needs; Direct preparation, portioning and special packaging of foods for transportation to satellite school kitchens; Evaluate job performance of all assigned personnel; Prepare cafeteria for summer closing and opening in the fall; 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; and performs other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of: Proper methods for preparing, cooking, baking, packaging, storing and serving of foods in large quantities; Type of foods and methods of preparation suitable for high school students; Care and use of standard cafeteria appliances; Methods used for computing and adjusting food quantities required by menus; Sanitation and safety procedures related to school cafeterias; Principles and techniques of employee supervision and training.

Ability to: Plan and organize the operation of a Central Kitchen and high school cafeteria program to meet fixed schedules and procedures; Operate all kitchen equipment; Supervise and personally participate in the preparation of food suited to the needs of all students; Work with, train and direct a large staff of food service personnel; Keep accurate records and prepare written reports; Make arithmetical calculations with speed and accuracy, including the handling of money; Understand and follow oral and written instructions; Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school supplemented by college level courses or special training in nutrition, food service management, supervision or similar areas.

Experience: Three (3) years of paid experience in quantity food preparation, cooking, baking and serving, including at least one (1) year in a supervisory capacity; or Two (2) years of experience as Cook/Baker or Food Service Assistant III with the Hemet Unified School District.

Equivalency: Additional qualifying experience may be substituted for the required education.

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NUTRITION SERVICES SUPERVISOR (continued)

EMPLOYMENT STANDARDS(continued)

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.

EMPLOYMENT STATUS

Classified Management position.

April, 2000