

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: DIRECT SUPPORT

JOB TITLE: FOOD SERVICE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Administrative Services or designee, establish high standards of nutrition and sanitation; design the food service program; implement the program by supervising kitchen staff and participating in the set-up of the kitchens, and monitoring the program; provide nutrition education and support to staff and parents.

REPRESENTATIVE DUTIES:

Supervise the preparation and delivery of meals that follow the United States Department of Agriculture (USDA), Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP), and Senior Nutrition meal standards for various age groups including infants, toddlers, preschool children, school-age, and senior citizens. **E**

Seek input from staff and parents on the likes and dislikes of the foods served. **E**

Investigate and resolve food quality and service complaints. **E**

Provide food service training and information to staff and parents. **E**

Complete appropriate mealtime documentation that meets all requirements for reimbursement of meals. **E**

Ensure that all required food and non-food supplies are available at central kitchens and at required locations. **E**

Develop, purchase, implement, and deliver required items for food activities and meetings as predetermined. **E**

Conduct site monitoring to ensure compliance of all food service requirements and ensure timely delivery of meals to all sites. **E**

Create and provide education through trainings, bulletin board displays, food demonstrations, and recipes for parents in collaboration with CCOE administrators. **E**

Collaborate with the Children's Services Health Specialist in providing nutrition feedback to parents and education staff (nutrition tracking). **E**

Monitor and ensure that dietary restrictions are met for all children; adjust menus as necessary. **E**

Create menus based on required meal standards that are developmentally and nutritionally appropriate for all age groups being served by the program and reflect cultural diversity. **E**

Develop menus that are educational, inviting, and that are provided in both English and Spanish. **E**

Distribute menus prior to current month. **E**

Hold regular staff meetings and trainings. **E**

Maintain, order, and receive weekly inventory of food, supplies, and equipment. **E**

Manage USDA commodity orders and tracking. **E**

Operate standard cafeteria equipment and appliances, report any non-operational equipment, and arrange repair of equipment to operational status. **E**

Plan and supervise routine cleaning and maintenance schedules. **E**

Monitor classroom mealtime procedures. **E**

Coordinate and assist with employment practices relating to food service employees. **E**

Train, supervise, and evaluate assigned personnel; ensure performance evaluations are completed in a timely manner. **E**

Develop and maintain work schedule for assigned personnel, including substitute workers. **E**

In coordination with direct supervisor, analyze food service budget and initiate cost controls as appropriate. **E**

Request and evaluate bids from food vendors and for all purchased goods, in compliance with County Office and program standards. **E**

Establish procedures related to CACFP ~~center-based programs~~, NSLP, and Senior Nutrition for food purchases and distribution. **E**

Complete inventory four (4) times per year. **E**

Collect and calculate daily menu production records and attendance for monthly reimbursements for all programs. **E**

Document, calculate, and submit monthly claims to CACFP, NSLP, and Senior Meals for reimbursement as required. **E**

Monitor food quality usage and waste. **E**

Maintain monthly food costs and records of employee costs. **E**

Document non-federal share for donations made to the food programs. **E**

Attend meetings and trainings as required. **E**

Monitor and conduct safety and sanitation checks on all sites annually; and monitor for required correction and/or improvements. **E**

Ensure all food service employees meet safety, sanitation, and health standards. **E**

Ensure completion of food service vehicles mileage logs and safety checklists. **E**

Notify the appropriate administrator of unsafe conditions and/or practice(s). **E**

Perform additional duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, procedures and the mission and goals of the department

Health and development, preventive health and nutrition practices as they relate to the preschool child

Head Start Performance Standards, National School Lunch Program, Senior Nutrition, and State Funding Terms and Conditions

Oral and written communication skills

Record keeping techniques

Principles of training, supervision and work direction

Food program requirements

Sanitation practices

Healthy balanced menu planning

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

Strong organizational skills.

Knowledge of the needs of diverse populations and special dietary restrictions.

Management and supervisory skills.

Driving involving shopping for supplies and special diets, deliveries, trainings, etc.

ABILITY TO:

Read and interpret policies, procedures and regulations as they apply to the food program

Perform mathematical calculations in units of measure

Develop procedures and solve problems that arise pertaining to the food program

Read and interpret documents related to safety issues, operating and maintenance instructions and department work systems procedures

Write routine reports and correspondence using correct grammar and spelling

Effectively present information

Establish and maintain cooperative working relationships with children, parents and staff

- Maintain confidentiality
- Lift and carry objects weighing up to 40 pounds
- Operate a computer to complete reports and maintain data
- Operate a variety of office equipment to perform assigned duties
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

High school diploma or GED, six units of nutrition coursework, and three years' experience in nutrition planning, food preparation, food program documentation, and supervision of personnel.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.
- ServSafe Certification
- Pre-employment physical examination with Lift test

WORKING CONITIONS:

ENVIRONMENT:

- Office, kitchen, classroom, commercial settings
- Constant interruptions

PHYSICAL ABILITIES:

- Sitting, standing and walking for extended periods of time
- Hearing and speaking to provide and exchange information in person or on the telephone
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Bending at waist, kneeling and squatting
- Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
- Driving a vehicle to conduct work
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Dexterity of hands and fingers to operate kitchen equipment
- Taste and smell

HAZARDS:

- Exposure to cleaning chemicals, kitchen equipment, sharp knives and other objects used in a food service operation
- Moving mechanical parts
- Wet and/or humid conditions
- Extreme cold and extreme heat
- Potential for contact with blood-borne pathogens

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 624

Approval Date: April 2022