

**VISTA UNIFIED SCHOOL DISTRICT**  
**CHILD NUTRITION OPERATIONS SUPERVISOR**

**Purpose Statement**

The purpose of a Child Nutrition Operations Supervisor is to supervise assigned services and activities; oversee assigned personnel; provide information to others; and schedule work assignments within established timeframes and standards.

This job reports to the Director of Child Nutrition Services.

**Essential Functions**

- Assists with the development of long and short range plans in relation to assigned responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives are achieved in an efficient and timely manner.
- Coordinates usage of various food products and procedural changes as necessary for the purpose of meeting central daily production requirements and other program guidelines are meeting nutritional requirements.
- Collaborates with administrators, department and district staff, regulatory agencies, and community organizations for the purpose of implementing and maintaining services and/or programs.
- Communicates with administrators, district and department staff, and outside organizations for the purpose of resolving issues and conflicts and exchanging information.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Implements assigned activities and/or projects for the purpose of complying with regulatory requirements and established guidelines.
- Inspects food production, warehouse, site storage, and serving areas for the purpose of ensuring healthful and sanitary conditions and maintaining compliance with local, state, and federal regulations.
- Oversees the operation and maintenance of hardware and software used in child nutrition services (e.g. new applications, upgrades, updates, training, troubleshooting, etc.) for the purpose of ensuring proper and efficient use of system.
- Maintains a variety of manual and electronic documents, files, and records (e.g. inventory, hardware and software upgrades, work orders, purchase requisitions, user and network information, production sheets, meal counts, menus, recipes, training materials, etc.) for the purpose of providing written support and/or conveying information.
- Orders food items, materials, equipment, and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Participates in and/or leads meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a variety of materials (e.g. reports, presentation and training materials, purchase requisitions, work orders, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to assigned responsibilities (e.g. overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, and implementing actions.
- Recommends policies, procedures, and/or actions for the purpose of meeting the district's goals and objectives.
- Reviews and evaluates site meal counts for the purpose of assuring necessary food items, equipment, utensils, and staffing requirements are met for services and production requirements.
- Supervises assigned staff and department functions for the purpose of ensuring that the department functions in a safe and efficient manner.
- Supervises work and workplace safety standards for the purpose of ensuring compliance with regulatory requirements and maintaining a program of preventive safety.
- Supports assigned administrator for the purpose of collaborating with administrator in the achievement of department, program, and district goals.
- Trains and monitors the training of Child Nutrition Services staff for the purpose of providing direction and guidance and ensuring an exceptional child nutrition program.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations, and laws;
- operating equipment used in the department;
- operating standard office equipment and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using office software applications including word processing, spreadsheets, presentation, and databases.

KNOWLEDGE is required to

- perform basic math, including calculations using fractions, percents, and/or ratios;
- read a variety of manuals;
- write documents following prescribed formats;

- present information to others;
- analyze situations to define issues and draw conclusions;
- understand complex, multi-step written and oral instructions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- effective methods of food preparation and serving;
- interviewing techniques and practices;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of supervision, evaluation, and training;
- methods of tactful, patient, and courteous interpersonal interactions;
- office equipment and technology;
- office practices and procedures;
- pertinent software programs;
- principles of food service management;
- principles of quantity food preparation;
- recordkeeping and record retention practices;
- safety practices and procedures;
- state and federal requirements regarding school food service operations;
- use, care, and maintenance of modern kitchen and cafeteria service equipment.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data using defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- compiling data;
- developing and delivering training;
- diffusing argumentative behavior;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- operate a motor vehicle;
- organizing tasks;
- providing excellent customer service;
- reading, interpreting, explaining, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- setting priorities;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

## **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing, training, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

**Equivalency:** High school diploma or equivalent and five (5) years of experience in a commercial or non-commercial food production center, including at least three (3) years in a supervisory or lead capacity.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

### **Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

### **Continuing Educ. / Training**

### **Certificates and Licenses**

Valid California Driver License and evidence of insurability.

Obtain Food Manager Safety Certification accredited by the American National Standards Institute (ANSI) within thirty (30) days of employment and maintain certification throughout the life of employment.

### **Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

### **FLSA Status**

Exempt

### **Approval Date**

Established: 01/14/2006  
Revised: 04/09/2013  
Revised: 04/18/2017

### **Salary Grade**

Classified Supervisory, Range  
60