



FOOD SERVICES SUPERVISOR

GENERAL PURPOSE

Under direction, plans, organizes, supervises, and participates in the work of culinary services staff in the Food Services Unit; supervises operations at assigned sites; hires, trains, and evaluates the performance of assigned personnel; performs routine food preparation and food service duties; provides assistance to management staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Food Services Supervisor is responsible for supervising and participating in a variety of food services activities. The incumbent oversees and participates in the operations and services provided at assigned school sites and assists in the overall functions of the Food Services Unit. Duties and responsibilities are performed within a framework of established policies, procedures, and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Interview, select, organize, supervise, coach, train, and evaluate the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provide coaching for performance growth and improvement; subject to management concurrence, take disciplinary action, up to and including termination.
2. Participate in the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures to achieve Food Services Unit and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
3. Estimate and determine quantities of foods to be prepared daily; and order food and supplies, and ensure their proper receipt and storage.
4. Prepare and maintain required daily and monthly reports; assures proper record keeping and inventory controls of food and supplies.
5. Perform routine food preparation and food service duties as needed in support of OCDE's cafeteria/kitchen center, including setting up serving areas, performing routine food preparation, or serving food, preparing meals for delivery to schools, cashiering, washing dishes, and cleaning and sanitizing the center.

6. Communicates with all sites, including paraeducators, teachers, staff, and principals, to assess food quality issues and develop more successful approaches to engage students through food and nutrition to assist in the educational process. Continuously assesses student staff and parents' concerns as they relate to food service and the quality of food and develops improvements plans and actions in accordance with the issues.
7. Inspect all food preparation, shipping, and receiving as it pertains to food safety and quality assurance; and adjust and manage all ordering procedures, quantities, and delivery days and times to ensure successful operations.
8. Develop all menus including confirmations of full state and federal nutritional compliance in with the National School Lunch Program and National School Breakfast Programs while procuring necessary products to execute menus; and manage a vast knowledge of and demand for food sensitivity and allergen sensitive menus and menu items and how to execute menus and recipes properly and safely that meet and adhere to all accommodation requests in appetizing and creative ways.
9. Prepare detailed reports and records of nutritional data, staff attendance, catering requests and cancelations, retail participation numbers, and finances.
10. Review operational needs on an annual basis, conducting careful observation of detailed reports regarding the day-to-day, week-to-week month-to-month flow of catering, and retail participation to adjust and anticipate overall operations and properly address areas of excess or deficiency.
11. Oversee maintaining proper care of equipment and sanitation of the kitchen and daily cleanup of general work areas.
12. Act as liaison with OCDE staff related to catering functions as needed; assist in the development of menus that meet the needs while staying within budget.

OTHER DUTIES

1. Attend meetings and training sessions as needed.
2. Manage staff call-ins and substitute assignments, including assuming the roles needing attention due to call-ins and sub-unavailability both on and offsite, including culinary and driver/facility duties with little notice.

QUALIFICATIONS

Knowledge of:

1. Methods and practices of food preparation and service.
2. Principles and practices of effective supervision.
3. Federal and state health and safety regulations as they apply to food preparation and services.
4. Federal, state, and local laws, and regulations applicable to child nutrition programs.
5. Methods used in cleaning and sanitizing kitchen equipment, utensils, appliances, and facilities.
6. Kitchen utensils, equipment, and appliances and methods of use.
7. Food allergies and eating capabilities of students at specific school locations.
8. Methods and practices of sanitary food-handling.
9. Techniques of record-keeping and inventory.

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10. Safe work practices.
 11. Personal hygiene requirements applicable to assigned work responsibilities.
 12. OCDE human resources policies and procedures and labor contract provisions.

Ability and Skill to:

1. Plan, select, supervise, organize, train, coach, and evaluate assigned staff.
2. Plan, assign, manage, and coordinate assigned elements of a school site kitchen.
3. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
4. Understand, interpret, explain, and apply OCDE policies and state and federal laws and regulations applicable to OCDE programs.
5. Operate a computer and utilize National School Lunch Program and National School Breakfast Program software.
6. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
7. Communicate clearly and effectively, both orally and in writing.
8. Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships OCDE management, staff, contractors, vendors, suppliers, and others encountered in the course of work.
11. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is an associate's degree in a relevant field of study; and five (5) years of food service experience, at least three (3) years of which was at a lead supervisory level; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

ServSafe Food Production Manager Certificate or equivalent.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces; and to lift and or move up to 50 pounds and lift up to 100 pounds with assistance. This position may perform deskwork for extended periods.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in assigned OCDE cafeteria/kitchen center, and the noise level can be loud. The employee is exposed to wet and humid conditions, extreme heat and cold, airborne particles and fumes, toxic or caustic chemicals, and the risk of electrical shock. The employee works around mechanical equipment, and may be required to climb ladders and walks on surfaces that may be slippery.

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