



**Orange County Department of Education
Human Resources Department
Supervisory Class Specification**

**Class Code: 6062
Date Adopted: April 13, 2022**

**FLSA Status: Nonexempt
Union Representation: Unrepresented**

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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Interviews, selects, organizes, supervises, coaches, trains, and evaluates the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provides coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
2. Participates 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. Plans, organizes, oversees, and participates in the work of staff engaged in providing a variety of food services duties; supervises and trains food service workers in the preparation and service of meals, a la carte items, and catering orders.
4. Estimates and determines quantities of foods to be prepared daily; orders food and supplies, and ensures their proper receipt and storage.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

5. Plans meals and menus in accordance with state and federal guidelines, rules, and regulations.
6. Assures that foods are appetizingly prepared and served; performs cooking and baking duties as needed.
7. Oversees maintaining proper care of equipment and sanitation of the kitchen and daily cleanup of general work areas.
8. Prepares and maintains required daily and monthly reports; assures proper record keeping and inventory controls of food and supplies.
9. Performs 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; and performs related duties as needed.
10. Assists with district catering functions as needed.

OTHER DUTIES

1. Attends meetings and training sessions as needed.

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.
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 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. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
6. Communicate clearly and effectively, both orally and in writing.
7. Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships OCDE management, staff, contractors, vendors, suppliers, and others encountered in the course of work.
10. 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 years of increasingly responsible food service experience, at least three 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk, and sit; talk or hear, both in person and by telephone; use hands to finger, handle, and feel objects or controls; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift up to 30 pounds from ground, waist, and chest level; and smell. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

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 data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines; and interact with OCDE management, site administrators, staff and others 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.