

LODI UNIFIED SCHOOL DISTRICT CLASS TITLE: NUTRITION SERVICES INSTRUCTOR SUPERVISOR

BASIC FUNCTION: Under the direction of the Director of Nutrition Services, develop and oversee professional development and training materials for the department, collaborate with the management team to update and create employee training programs, and manage and schedule staff for ServSafe and Food Handler certifications. Assist with health and safety audits, student outreach for menu testing, and other related tasks.

SUPERVISION RECEIVED AND EXERCISED: Under the immediate direction of the Director of Nutrition Services. Supervises and evaluates Nutrition Services staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Duties and responsibilities may include, but are not limited to, the following:

- Develop and update training materials for the department in collaboration with the management team. E
- Manage, schedule, and provide training to employees for ServSafe and Food Handler certifications. E
- Support the nutrition services staff with internal/external audits of kitchen health and safety standards. E
- Assist with student outreach programs, including menu testing and demonstrations for students. E
- Provide training and support to the team during recipe development and menu rollouts. E
- Review recipes to ensure proper crediting, scaling, and nutrition standards. E
- Train staff on Hazard Analysis and Critical Control Points (HACCP) procedures. E
- Coordinate with local farmers for farm-to-classroom experiences, including demos, taste testing, and farm tours. E
- Monitor food safety and sanitation practices, ensuring adherence to guidelines. E
- Partner with internal/external culinary programs to provide education and work experience opportunities. E
- Promote student engagement in menu development by gathering feedback and coordinating with youth advisory committees and culinary classes. E
- Prepare reports and presentations in various formats. E
- Provide continuing hands-on training, guidance, and oversight to staff to ensure compliance, consistency, and quality assurance in food production. E
- Assist in evaluating kitchen equipment and tools, including developing product specifications. E
- Supervise, organize, review, and evaluate the performance of assigned nutrition services personnel. E
- Plan, organize, and conduct workshops and training on school meal program guidelines, including food preparation, presentation, and production planning. E

- Promote a positive customer service environment in all interactions with students, staff, families, and the community. E
- Work a variable schedule, including early mornings, evenings, and weekends, as required based on catering/special event coordination. E
- Support catering and special event coordination, working early mornings, evenings, and weekends as needed. E
- Travel to school sites, meetings, and workshops using a district or personal vehicle. E
- Work in variable conditions, including indoor and outdoor environments, and extended periods of standing or walking. E
- Attend federal regulatory professional development training and stay current with industry trends through conferences and workshops. E
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable local, state, and federal laws, regulations, and procedures related to federal meal programs.
- Methods and techniques for large-scale food preparation, cooking, baking, and serving.
- Menu design, recipe development, food safety, and sanitation practices, including HACCP procedures.
- Organization, administration, supervision, and training strategies.
- Operation of commercial kitchen equipment systems.
- Nutrition analysis, dietary guidelines for federal and state programs.
- Principles of food services management.
- Cloud-based technology platforms, programs and procedures.
- Curriculum writing and providing training for groups.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Develop and oversee training programs for employees.
- Plan and organize large-scale food production and menu planning.
- Supervise, train, and evaluate staff in compliance with food safety and sanitation guidelines.
- Coordinate with internal and external partners for culinary education and work experience.
- Provide leadership in promoting student involvement and feedback in menu development.
- Prepare and present reports and training materials.
- Supervise and maintain food production quality and consistency.

- Organize and lead workshops and training related to school meal programs.
- Stay current with trends in the culinary and foodservice industries.
- Adapt to a variable schedule, including early mornings, evenings, and weekends.
- Drive to various locations for work-related activities.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: Associates Degree or higher in nutrition, food science, culinary arts, hospitality, food management, or related field, or an apprenticeship program offered by a professional culinary institute or trade industry association and two years of increasing responsibility overseeing and/or training staff in the field of nutrition, including quantity food preparation as a chef or food production supervisor, and inventory management. Experience in complying with the USDA federal regulations for school nutrition programs is preferred.
- Maintain at least 10 hours of annual continuing education to meet USDA Professional Standards for School Nutrition Professionals.
- Prior instruction or training experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid ServSafe Manager certificate.
- Valid ServSafe Proctor and Instructor certificate.
- Certified Executive Chef through the American Culinary Federation or equivalent preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environments; school kitchen, central kitchen, vended, catering and special event venues.

PHYSICAL ABILITIES:

- Hear and speak to communicate effectively in person and on the telephone.
- See to read, prepare documents and reports, and view a computer monitor.
- Dexterity of hands and fingers to operate a computer keyboard and kitchen equipment.
- Bend at the waist, reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pulling, or pushing moderately heavy objects.
- Work in areas of variable temperature conditions and regularly work in variable indoor and outdoor conditions.
- Extended periods of standing and/or walking.