

## **LODI UNIFIED SCHOOL DISTRICT CLASS TITLE: NUTRITION SERVICES SYSTEMS AND OPERATIONS SUPERVISOR**

**BASIC FUNCTION:** Under the general direction of the Director of Nutrition Services, assists in the oversight, management, and administration of District-wide Nutrition Services programs. Monitors food production and preparation, safety, and sanitation to ensure compliance with District, Federal, and State regulations and policies. Develops and implements operational and training policies, supervises and evaluates Nutrition Services personnel, and performs other related work as assigned and/or required.

**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:

- Plan, implement, manage, review, and assist in the administration of District-wide Nutrition Services programs. E
- Establish annual goals, objectives, and indicators of job attainment. E
- Plan, supervise, and coordinate daily Nutrition Services operations to ensure compliance with federal, state, and District regulations and policies. E
- Analyze operations for cost-effectiveness and work with staff and administrators to implement improvements and changes. E
- Ensure adherence to nutrition program integrity, application processes, and meal accountability. E
- Assist in developing department and District-wide nutrition policies and procedures. E
- Provide technical expertise, information, and assistance to the Director regarding District-wide food service operations. E
- Plan, organize, review, and evaluate the performance of staff. E
- Recommend departmental policy, program, and standard operational changes and participate in department long-range planning. E
- Consult with department/site managers and/or vendors, when appropriate, to resolve ordering, supply, distribution, and serving challenges. E
- Assist with the development, coordination, and management of upgrading technological computer software and training of staff. E
- Develop and integrate sustainable systems to manage vendor relationships, site-specific ordering, total inventory, professional development, data capturing, and account receivables and payables. E
- Coordinate, oversee, and monitor ordering procedures for school kitchens and the central kitchen. E
- Actively oversee and manage Nutrition Services department inventory. E
- Develop and provide materials to assist with food and supply order forecasting. E
- Provide guidance in relation to the preparation of the Nutrition Services cycle menus and product offerings. E

- Manage menu development and oversee compliance with USDA and State Nutrition Standards. E
- Maintain nutrition analysis software programs, and department standard recipe and HACCP programs. E
- Assure quality control standards at all school site kitchens are maintained and in compliance with the nutrition analysis and USDA regulations. E
- Organize, prepare, and provide the required state audit documentation to the State regulators at the California Department of Education. E
- Assist with quality control and maintenance of nutrition standards for the central kitchen. E
- Travel to school sites to monitor food product, storage, and distribution methods, staff utilization, sanitation and safety practices, record-keeping, internal cash controls, and operations, and conduct regularly scheduled audits and inspections. E
- Participate in the testing and selection of new Nutrition Services products, supplies, materials, and equipment. E
- Coordinate equipment preventative maintenance and repair under the direction of the Director. E
- Provide leadership and participate in programs and activities that promote a positive employee relations environment. E
- Assist in the preparation of the Nutrition Services budget. E
- Attend and conduct meetings as needed and assigned. 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:**

- Fundamentals of nutrition and food science.
- Concepts of time management, safety, sanitation, and work scheduling as applicable to food services.
- Health laws and ordinances affecting Nutrition Services operations.
- Principles of large quantity food preparation, distribution, and serving materials, methods, and equipment.
- Food ordering and storage practices.
- Proper utilization and care of food service equipment.
- Record keeping techniques and report preparation.
- Interpersonal skills using tact, patience and courtesy.
- Operation of computer equipment and database software.
- Oral and written communication techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Statistics and data analysis.
- Principles of supervision and training.
- Cloud-based technology platforms, programs and procedures.

**ABILITY TO:**

- Plan, organize, coordinate, and supervise District-wide nutrition programs and work performed by assigned personnel in a professional and tactful manner.
- Develop and maintain cooperative working relations with school administrators, vendors, and others contacted in the course of work.
- Maintain the security of confidential materials.
- Identify potential problems, develop alternative solutions, and prepare sound recommendations, district policies and procedures.
- Establish and maintain cooperative and effective working relationships including local, state, and federal agencies.
- Work confidentially with discretion.
- Plan, organize, coordinate, and supervise a variety of complex tasks.
- Apply regulations governing federal, state, and local food merchandising.
- Supervise, train, and evaluate assigned staff.
- Analyze nutrition service operations for cost-effectiveness and efficiency.
- Analyze the nutritional content of menus and recipes and recommend modifications as needed.
- Develop and implement operation and training policies and procedures.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: bachelor's or associate's degree from an accredited institution in nutrition, dietetics, business administration, or related field and four years of increasingly responsible experience as a supervisor in the field of nutrition, food service, public health, business management, or a closely related field.
- Maintain at least 10 hours of annual continuing education to meet USDA Professional Standards for School Nutrition Professionals.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License.
- Valid ServSafe Manager certificate.

Should an applicant without the following certifications receive an offer of employment in this position, the timeline for completing these certifications is within one year of employment. Failure to achieve these certifications as prescribed shall result in termination, unless granted an extension by the Director of Nutrition Services.

- School Nutrition Specialist credential.

**WORKING CONDITIONS:**

Working conditions may include, but are not limited to, the following:

**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.
- 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.