

# SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

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|------------------------|---|------------------------|------------------------------------|
| <b>TITLE:</b>          | Child Nutrition Supervisor/Nutritionist | <b>REPORTS TO:</b>     | Assigned Supervisor                |
| <b>DEPARTMENT:</b>     | Business Services                       | <b>CLASSIFICATION:</b> | Classified Management              |
| <b>FLSA:</b>           | Exempt                                  | <b>WORK YEAR:</b>      | 12 Months                          |
| <b>BOARD APPROVAL:</b> | June 6, 2012                            | <b>SALARY:</b>         | Tier IV Management Salary Schedule |

**SUMMARY:** Under the general direction of an assigned supervisor this positions assists in developing plans and procedures for carrying out the established philosophy, policies and procedures of the Child Nutrition program. Duties include the assessment of the effectiveness of practices and the efficiency with which they are enacted, and include suggestions for improvement. Serves as a nutrition education resource, coordinates or assists with nutritional analysis of all meals, implements promotions and nutrition education as part of the school curriculum and provides training for Child Nutrition employees.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**Essential Duty = E**

Provides technical assistance to director, school managers, and staff to implement program goals and objectives. **E**

Knows, understands and assists in implementing the requirements of the Child Nutrition Program. **E**

Assists in planning menus to ensure that all meals served meet USDA standards. **E**

Provides standardized recipes for quality and quantity production and program control. **E**

Reviews cost and usage of material, foods, labor, capital and fiscal policies and procedures in individual schools. **E**

Participates in the free and reduced price meal applications and collection procedures process. **E**

Plans and selects menus; determines quantities of food to be produced for serving locations; determines food and supplies requirements, and exercises control over distribution and inventories. **E**

Communicates with the director on a continual basis the findings, problems and successes observed in individual schools and documents findings. **E**

Assists in developing and implementing professional growth and certification activities for staff by providing appropriate training activities. **E**

Implements staffing and performance standards for all personnel. **E**

Assists manager in determining staff requirements for each school. **E**

Plans and conducts new employee orientation. **E**

Interprets personnel policies and procedures to school managers and staff. **E**

Supervises and assists in the management of accurate personnel data. **E**

Provides direct assistance to the cafeteria managers. **E**

Provides on-the-job training in work scheduling, equipment use and care, food production, nutrition, sanitation, storage, recordkeeping, nutrition education, procurement, and human relations. **E**

Monitors working conditions in all facilities and recommends methods for increasing efficiency. **E**  
Participates in hiring, disciplining and evaluating employees. **E**

Assists in planning and conducting staff meetings and workshops for food service personnel. **E**

Procures foods and supplies following established procedures. **E**

Develops descriptions for foods and supplies according to federal, state and local regulations. **E**

Designs measures for sampling and evaluating foods and supplies. **E**

Works directly with vendors and managers evaluating price and quality of food and supplies. **E**

Recommends space utilization requirements in accordance with food production system. **E**

Assists in planning physical layout of foodservice facilities. **E**

Determines specifications for purchase of equipment. **E**

Provides for equipment maintenance and repair. **E**

Complies with federal, state and local safety and sanitation regulations. **E**

Establishes safety standards for individual schools. **E**

Implements an ongoing training program to keep staff constantly aware of all safety rules, regulations, and first aid practices. **E**

Establishes emergency and accident procedures for staff. **E**

Facilitates the development of basic procedures, including work schedules to be followed in cleaning and sanitizing equipment and work areas. **E**

Performs all other duties and responsibilities as may be assigned to the position.

### **MINIMUM QUALIFICATIONS**

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| <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.</p> |
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### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to college degree in dietetics or nutrition or closely related field to food service and three years of administrative or supervisory experience in school food service, hospital food service, institutional or contract food service programs, or restaurant management. Additional qualifying experience may be substituted on a year for year basis for the college requirement.

Status as a Registered Dietitian with the American Dietetic Association and/or Certification as a Director of Food Services from the School Food Service Foundation is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; possession of a Serve Safe Certificate.

**TECHNOLOGY EQUIPMENT AND TOOL SKILLS:** Proficient ability to use a personal computer and use standard business software (such as Microsoft Office) and databases specific to the District (such as Mealttime, NutriKids, Infinite Campus), Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, web page/menu information, word processing, spreadsheets, scheduling and calendar management, data management and complex calculations.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

**KNOWLEDGE OF:**

Procedures and equipment used in preparing, cooking and serving food in large quantities;  
Food values, proper food combinations, and economical substitutions that may be made;  
Factors involved in menu planning;  
Accounting records of a school cafeteria system;  
Principles and methods of training and supervision;  
Food service facilities.

**ABILITY TO:**

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.  
Prepare menus affording a balanced diet;  
Supervise the operation of all phases of cafeteria operation;  
Examine bids for food contracts and determine the most advantageous bids in terms of quality and cost;  
Determine labor, materials, and overhead cost in a cafeteria;  
Select, train, and supervise cafeteria personnel;  
Maintain cooperative relationships with fellow employees and the general public.

**LANGUAGE SKILLS:**

Ability to read, write, hear, and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Office and school site environment; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment; and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies

**HAZARDS:**

Heat from ovens, stoves, steamers, etc.; exposure to very hot foods, oils and liquids, equipment and metal objects; working around knives or other sharp objects.

**OTHER QUALIFICATIONS:**

Must successfully pass the District's pre-employment fingerprinting and TB testing.

**APPROVALS:**

\_\_\_\_\_  
Jessica Romeo, Assistant Superintendent- Human Resources

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Date

\_\_\_\_\_  
Steven Enoch, Superintendent

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Date