

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Supervisor, Food Services - Area	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1417	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 13 Salary Schedule G2
<b>REPORTS TO:</b>	Director, Nutrition Services	<b>BOARD APPROVAL:</b>	09-22-03
		<b>CABINET REVISION:</b>	10-24-17

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Develop training programs and materials; conduct and coordinate meetings, workshops, conferences, and special events for personnel, parents, students, and the community; and provide mentoring and technical assistance to assigned staff. **E**

Provide technical expertise in the National School Lunch Program, School Breakfast Program, At Risk Supper Program, After School Snack Program, and Child and Adult Care Food Program; respond to questions or concerns from parents, site administrators, the community, and District staff. **E**

Prepare, maintain, and review a variety of records and reports; compose a variety of correspondence; assist in drafting policies, procedures, directives, and contracts; and assure compliance with federal, state, county, and District laws, regulations, policies, procedures, and directives concerning foodservice. **E**

Provide excellent customer service by establishing positive relationships with District personnel, agencies, representatives from external organizations, and the community. **E**

Promote teamwork by sharing knowledge, cooperating with others, actively participating in meetings and work groups, and supporting the goals and objectives of the District. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Nutrition Services. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree with a major in food, nutrition, or culinary management or a related field; and three years increasingly responsible experience with school meals, restaurant, or hospital foodservice management. Candidates with five or more years' experience as a manager or supervisor in school foodservice, restaurant or hospital foodservice will be considered in lieu of associate's degree. Experience with large scale central production kitchens preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Serve Safe or other Food Safety Certification required. Valid California driver's license; provide personal automobile. Overall scores in computer software QWIZ testing program preferred as follows:

Keyboarding .....	50 Correct WPM
Word .....	80% Overall Score
Excel .....	80% Overall Score
Nutrition Analysis.....	No Software Test

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Pertinent food service sanitation, health, and safety regulations.

Nutrition principles and quantity food preparation.

Nutrition analysis software.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.

Communication and public speaking techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer terminal, related software, and other office equipment.  
Principles and practices of effective supervision.  
Health and safety regulations.

**ABILITY TO:**

Supervise, plan, organize, coordinate, and direct the food production, distribution, and serving in schools within an assigned geographical area of the school district requiring independent judgment and analysis.  
Assist in the quality and cost control of the district's food service program.  
Supervise, evaluate, train, and direct the performance of assigned staff members.  
Analyze operational problems, and recommend and implement program improvements.  
Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.  
Research, analyze, compile, verify data, and prepare reports.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Maintain confidentiality as appropriate.  
Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.  
Operate a computer and related software to enter data, maintain records, and generate reports.  
Communicate effectively, and maintain cooperative and effective working relationships with others.  
Analyze situations accurately, and adopt an effective course of action.  
Work independently with little direction, and meet schedules and timelines.  
Compose correspondence and written materials independently  
Utilize effective leadership skills that work well within a team setting.  
Meet district standards of professional conduct as outlined in Board Policy.  
Lift light objects according to safety regulations.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**