

Nutrition Services Production Supervisor

Purpose Statement

The job of Nutrition Services Production Supervisor is done for the purpose/s of planning, coordinating, and managing the operation of the central kitchen involved in preparing ,service.

This job reports to Assigned Administrator

Other Functions

- Collaborates with all stakeholders (e.g. other administrators, auditors, public agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Conducts workshops, training, in-service presentations, staff meetings etc. for the purpose of conveying information and/or improving services.
- Inspects cafeterias, food, and kitchens for the purpose of ensuring quality food and sanitary conditions within the facility.
- Maintains a variety of confidential and non-confidential manual and electronic files and records for the purpose of providing required information and/or documentation.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Orders food, supplies, equipment, etc. for the purpose of ensuring availability of items.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs personnel functions (e.g. interviewing, hiring, terminating, scheduling, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Plans, organizes, and directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Prepares a variety of written materials (e.g. purchase orders, requisitions, change notice, bids, board reports, state reports, menus, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, payroll, lunch applications, government forms, daily receipts, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.

- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- Reviews menus for the purpose of ensuring meals are in compliance with Federal, State and Local required nutritional guidelines.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; conducting meetings; counseling and mentoring employees; operating standard office equipment and office technology; analyzing budgets; and oral and written communication skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; standard business practices; program planning and development; concepts of grammar and punctuation; concepts of quantity cooking and nutritional analysis; accounting/bookkeeping principles; interviewing techniques and practices; recordkeeping and record retention practices; safety practices and procedures; personnel processes; and workings of an educational environment.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data; communicating with persons of diverse backgrounds; maintaining confidentiality; organizing tasks; and establishing collaborative and effective working relationships.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; determining the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in varying atmospheric conditions.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency: 10 years of experience in a school related nutrition field.

Required Testing

Post Offer Physical Exam & Worksteps Analysis

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Food Handlers/SafeServ Certificate
Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance