



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>CHILD NUTRITION SERVICES SUPERVISOR</u></b>			
<b>DEPARTMENT/SITE:</b>	Food Services Department	<b>SALARY SCHEDULE:</b>	Supervisors'
		<b>SALARY RANGE:</b>	07
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director - Child Nutrition Services or assigned designee	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Plan, organize, and supervise District food and nutrition services operations and activities including the preparation, cooking, serving, distribution, and selling of food items at District school sites and in the Central Kitchen; coordinate and direct communications, personnel, menus, inventory, accounting functions, and quality control activities to meet District food service needs and ensure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel. The incumbents in this classification assist in providing students with nutritious meals which directly supports student learning.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Plan, organize, and supervise District food and nutrition services operations and activities including the preparation, cooking, serving, distribution, and selling of food items at District school sites and in the Central Kitchen; inspect food production methods, ensuring that food is being prepared and served on schedule.

Plan, organize, and supervise the cooking, baking, assembly, packaging, preparation, distribution, and heating of breakfast and lunch meals including entrees, side dishes, and desserts; coordinate activities to ensure meals and food items comply with food quality, freshness, appearance, and portion control standards; ensure proper temperature of foods in transport and at District school sites; implement and enforce security procedures.

Coordinate and conduct in-services and food service training programs in a variety of food service areas including proper preparation, storage, rules, regulations and guidelines, sanitation, safety, and others as needed; monitor work and ensure compliance and safety and other State and federal laws, rules, and regulations; serve as a resource to staff as needed.

Train, supervise, and evaluate the performance of Child Nutrition Services (CNS) personnel; assign employee duties and review work to ensure accuracy, completeness, and compliance with established requirements; interview and select employees according to established procedures; recommend transfers, reassignment, termination, and disciplinary actions; certify department time sheets; evaluate the performance of assigned personnel.

Organize and monitor the purchasing, transportation, distribution, and storage of food and related supplies to various District sites; prepare product recommendations; write specifications for the purchase of items such as food, supplies, and equipment; oversee and approve food, supply, and equipment requisitions; monitor inventory levels.

Visit school sites to meet with staff, provide support and assistance, inspect facilities, direct food service activities, and ensure smooth and efficient operations and compliance with established regulations; provide school site coverage in a variety of areas such as cashiering and food preparation as needed.

Conduct random inspections and site visitations to ensure departmental standards of safety and sanitation are met; monitor production and service functions daily to ensure quality, quantity, and sanitation standards are maintained.

Supervise food service cashiering and accounting functions; ensure proper and accurate collection and accounting of monies; reconcile cash accounts; review and verify accuracy of receipts and sales and meal count reports; determine and monitor costs of recipes and menu items.

Review menus and meal counts and determine necessary food items, equipment, utensils, and staffing requirements are met.

Operate a computerized point of sale (POS) system; provide training to CNS staff on the proper use and operations of the POS system; maintain current knowledge of updates and new versions of system software; order, download, and install new updates and versions.

Coordinate special diets for students with medical meal accommodations; create ordering systems for sites to communicate with the central production team; coordinate yearly procurement of menu items.

Provide in-service education for employees to include sanitation, safety, food preparation, and other pertinent areas according to departmental procedures; interpret, implement, and enforce written procedures regarding sanitation and safety.

Develop and implement a child nutrition marketing program.

Prepare and maintain a variety of narrative and statistical reports, records, and files related to District CNS; submit reports to appropriate agencies to ensure State and federal expense reimbursements.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization, and operation of a large food service program.
- Food service and commodity purchasing and procurement principles, practices, and procedures.
- Type and sources of supplies, materials, and equipment utilized in a school district food service operation.
- Medical Nutrition Therapy for students with special diets
- Nutritional requirements of school-aged children and menu preparation.
- Budget preparation and control.
- Health and safety regulations.
- Inventory methods and practices.

Principles and practices of administration, supervision, and training.  
Applicable laws, codes, regulations, policies, and procedures.  
Operation of a POS system, computer, and assigned software.  
Correct English usage, spelling, grammar, and punctuation.  
Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

Plan, organize, control, and direct District-wide food service operations and programs.  
Ensure food service programs and menus comply with applicable federal regulations and nutrition standards.  
Coordinate and conduct a variety of food service training programs.  
Interview, select, train, supervise, and evaluate the performance of assigned personnel.  
Communicate effectively both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work effectively, both independently and as part of a team.  
Adhere to safety practices.  
Read and process a variety of manuals and write documents following prescribed formats.  
Consider a variety of factors when using equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to two (2) years of college-level coursework in child nutrition, institutional food management, or related field and five (5) years of increasingly responsible volume food service experience, including two (2) years in a lead or supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.  
Must possess a valid ServSafe certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Production kitchen, school kitchen, and outside work environment, subject to weather conditions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard and food service equipment.  
Seeing to read a variety of materials and monitor nutrition services operations.  
Sitting or standing for extended periods of time.  
Walking during site visits and inspections.

**HAZARDS:**

Working around and with machinery having moving parts.

Noisy environment.

Sharp objects.

Extreme temperatures from hot ovens to cold freezers.

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 3/93; Rev. 1/94 ; 12/02; Rev (Ewing) 6/13

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025