

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2021
SALARY SCHEDULE: #85
RANGE: 14.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 6, 7, 8

SUPERVISOR – FOOD & NUTRITION SERVICES

DEFINITION

Under general supervision plan, schedule, coordinate, lead, and perform semiskilled and skilled central kitchen food operations and production tasks associated with the Food & Nutrition Services Department.

EXAMPLES OF DUTIES

Establish priorities, organize, schedule leads and perform tasks of a general nature in all phases of Food & Nutrition Services;

analyze and resolve work problems, or assist workers in solving work problems;

communicate and interact with administration at KCSOS worksites regarding needs at the sites and schedules of Food & Nutrition Services staff;

suggest changes in working conditions and use of equipment to increase staff efficiency;

evaluate need for or perform a variety of functions in the Food & Nutrition Services;

supervise, train, and evaluate assigned staff;

provide technical input and support concerning various operational tasks associated with Food & Nutrition Services, and other county food service-related issues;

assist in the evaluation of need for repairs of central kitchen and other kitchens at KCSOS sites;

perform other work-related duties as assigned.

QUALIFICATIONS

Knowledge of:

Foods and nutrition and foods related computer applications;

principles and practices of food cost accounting, menu management, commodities program and food procurement;

applicable federal, state and local laws, regulations and procedures governing the child nutrition program and large food services operations;

procedures and equipment used in the preparation, cooking, distribution, and serving of food in large and prepackaged quantities to various satellite locations;

principles and practices of inventory control, warehousing, product rotation and distribution as related to large quantity food operations;

principles and practices of supervision and management, including: planning, organizing, assigning and reviewing work, performance appraisal, discipline, employee selection, training, and nutrition education;

principles and techniques of public relations to establish and maintain effective working relationships with the public and all levels of management, faculty, and staff;

computer applications including Microsoft, Windows 95, Microsoft Office, Excel, Internet, and experience with a point of sale system and Nutrient analysis software.

Ability to:

Lead and coordinate food services personnel;

plan, organize, coordinate, and supervise a comprehensive culinary program;

skillfully use a variety of equipment in commercial kitchen;

maintain a variety of files and records;

prepare and present clear and precise reports;

understand and carry out oral and written directions;

hear within normal limits;

stand, use hands to handle or feel;

reach hands and arms overhead;

operate standard office equipment including a computer and assigned software;

establish and maintain cooperative working relationships;

lift 50 lbs., bend, crawl, work overhead, climb ladders, and work in kitchen and outdoor conditions.

Experience:

Three (3) years of experience as a skilled culinarian, including two years of institutional food service experience at the supervisory level and one-year experience in school food service management.

Education:

Equivalent to the completion of the twelfth grade and any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.

Food Safety Manager Certification.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: rn
6/2/2021
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