

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – FOOD SERVICES

BASIC FUNCTION:

Under the direction of the Director III-General Services, organize and direct the activities and operations of the Santa Clara County Office of Education's Food Services Department; supervise and coordinate the child nutrition program, including menu planning, meal component analysis and meal pricing; coordinate food preparation and delivery to County contracting sites; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of the Santa Clara County Office of Education's Food Services Department; participate in the development and implementation of departmental policies and procedures.

Develop, supervise and coordinate the child nutrition programs and activities, including menu planning, meal portions and assure compliance with applicable federal guidelines and regulations.

Monitor and evaluate the practices and procedures related to effective and proper techniques of food safety requirements mandated by the Public Health Department; assure proper and continuous staff training on food safety.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor, track and verify staff attendance and submit to Human Resources as required; prepare weekly agenda for meal production, including ingredients, yields, portion size served and special meals served.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; prepare and maintain records, including invoicing and billing for meals served and prepared in accordance with federal guidelines; develop monthly contract calendar, site routing schedules and related records.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; assist contracted sites and staff resolve issues related to food services, delivery and staffing; participate in developing and implementing short-term plans in own program/department.

Track daily meal count served to each contracted site; compile daily meals to a monthly summary and prepare invoices.

Develop and manage the Department food production budgets; monitor contract revenues and expenditures for the food production center; order commodities, meats, materials and supplies for the Department; coordinate with other departments, vendors, and agencies for purchase and repair of food service equipment; evaluate the work of vendors and service agencies.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned; attend mandatory training offered by the State for federal programs, scheduled workshops or on-line trainings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization and direction of food service operations and activities.
- Methods of preparing, cooking and serving foods in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Food service quality, portion control and appearance standards related to food items.
- Proper methods of storing equipment, materials and supplies.
- Applicable laws, codes, regulations, policies and procedures.
- Sanitation and safety practices related to preparing, handling, cooking and serving food.
- Standard kitchen equipment, utensils and measurements.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Health and safety regulations.
- Record-keeping and report preparation techniques.

ABILITY TO:

- Organize and direct food service operations and activities at a food production site.
- Coordinate personnel, resources, fiscal activities and information to assure smooth and efficient food service activities.
- Train and evaluate the performance of assigned personnel.
- Coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.
- Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
- Communicate effectively both orally and in writing.
- Follow and assure compliance with health and sanitation requirements.
- Estimate food quantities and requisition proper amounts for economical food service.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Oversee and participate in the preparation and maintenance of records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in nutrition or a related field and two years of job related experience with demonstrated competence including one year as a staff lead or food service supervisor.

LICENSES AND OTHER REQUIREMENTS:

Certification as a Registered Dietitian
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Food service environment.
- Subject to heat from ovens.
- Driving a vehicle to conduct work.

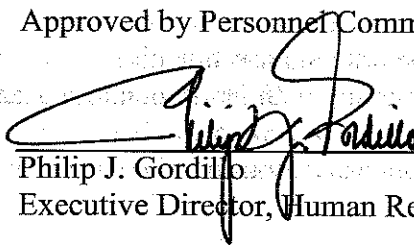
PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and monitor food quality and quantity.

HAZARDS:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.

Approved by Personnel Commission: June 23, 2011


 Philip J. Gordillo
 Executive Director, Human Resources

Date 7/01/11