

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR – FIELD OPERATIONS (Range S-18)

BASIC FUNCTION:

Under the direction of a Nutrition Services Manager, coordinate and supervise the food and nutrition services programs and personnel in assigned school sites; participate in the work of the assigned unit; train, and assist in evaluation performance of assigned staff.

REPRESENTATIVE DUTIES:

Serve as Field Operations Supervisor responsible for training staff in the cafeteria in assigned elementary, middle, or high schools serving kitchens. **E**

Train, supervise and assist Operations Managers in the District's serving kitchens and satellites. **E**

Analyze assigned operations for food; recommend implementation of improvements in service, equipment, food preparation, and personnel assignments. **E**

Apply departmental standards according to established policies; communicate with staff and provide information. **E**

Assure compliance with Federal, State, and local laws and regulations and District requirements concerning such matters as sanitation, safety, program administration and nutritional standards. **E**

Monitor, review, correct and submit records and reports prepared by staff, information for reports and other management information purposes for assigned serving kitchens and satellites; assure compliance with established timelines. **E**

Implement approved programs in employee training, salad bar procedure and compliance, quality control and food preparation. **E**

Travel to school sites to monitor food products, storage and distribution methods, staff utilization, sanitation practices, record-keeping and internal cash controls, and operational methodologies; conduct audits and inspections according to established procedures. **E**

Provide on-the-job training in all phases of kitchen operation for staff at assigned sites and/or locations. **E**

Report operational problems to assigned supervisors and other equipment. **E**

Recommend modifications of work locations and assignments in accordance with established priorities. **E**

Utilize automated record-keeping software and computer terminals to monitor and maintain records and generate reports. **E**

Serve on assigned committees and advisory groups.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Fundamentals of nutrition Farmers' Market Salad Bar

Advanced concepts of work simplification, safety, sanitation and schedule as applicable to District-wide foodservice operations involved in elementary, middle, and high school serving kitchens

Advanced principles of large quantity food preparation, distribution and serving materials, methods and equipment

Free and reduced income eligibility procedures and guidelines

Food ordering and storage practices

Proper utilization and care of foodservice equipment

Record-keeping and report preparation

Business mathematics

Principles of supervision and training

ABILITY TO:

Plan, assign, train, and review of assigned staff

Apply applicable Federal, State and local laws

Apply applicable HACCP guidelines

Analyze, interpret and implement technical operational procedures

Compile and analyze data

Resolve operational problems, concerns and conflicts

Operate a computer

Communicate effectively, both orally and in writing

Work cooperatively with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of experience involving large quantity ordering, preparation and equipment operation in commercial or institutional food services, including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Valid Food Handler's Card

Serve Safe Certification

WORKING CONDITIONS:

ENVIRONMENT:

Office and school kitchen environment

Driving a vehicle to conduct site visits, training, and repairs

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard

Lifting boxes of food and computer equipment