

MONTEREY COUNTY OFFICE OF EDUCATION

SUPERVISOR, CHILD NUTRITION PROGRAM
HEAD START PROGRAM

CLASSIFICATION: Classified Management
SALARY LEVEL: Supervisor I-III
WORK YEAR: 8 Hours/Day; 12 Months/Year

DEFINITION

Under direction, plans, manages, and direct the operation of a central kitchen in compliance with Child Care Food Program, Head Start and all other applicable guidelines; supervises, trains, and evaluates staff; prepares or assists in the preparation of meals; maintains and prepares accurate records and reports.

SUPERVISOR

Program Director

POSITIONS SUPERVISED

Food Service Employees

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Oversees the operation of a large central kitchen insuring that food items are ordered, stored, cooked and transported in a safe, sanitary and timely manner; supervises and evaluates all Food Service Employees; arranges for substitutes when needed; trains and assists in training of Food Service Employees; responsible for efficient food submission of all records required by USDA, CCFP, Head Start, and MCOE; responsible for menu planning taking into consideration the special dietary needs of the children, and ensuring that the menu meets the cultural and nutritional requirements, and is within budgetary allowances; responsible for the preparation of specifics for all food service equipment and supplies and for ordering purchasing, receiving, transportation and proper storage of all foods and supplies including the USDA commodities; coordinates the preparation of all foods for field trips, food experiences and other Head Start functions; insures proper maintenance of all kitchen equipment and the facility; communicates regularly with the Head Start Director and meets with the component coordinators; attends training's and other meetings; develops and monitors the food service budget under the supervision of the Head Start Director and ensures maximum fiscal efficiency; complies with Monterey County Office of Education Board Policies and Administrative Regulations; HHS Head Start regulations, State and Federal Child Nutrition regulations.

OTHER DUTIES

Arranges for interviews and selection of Food Service Employees; tests and evaluates new recipes; arranges for regular inspection by the Health Department and to institute immediate corrective action if a deficiency constitutes a threat to health or safety; and performs other job related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; Manual dexterity sufficient to write and use computer; telephone, business machines, and to operate automobile and van; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversation; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead, and climb; Physical mobility sufficient to move about the work environment (office, district, from school or home site to site), drive an automobile and van; Physical strength sufficient to lift (50) pounds; Physical stamina sufficient to sit, stand and walk for prolonged periods of time; Physical tolerance to be exposed to chemicals and cleaners; Mental Acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgements and decisions.

REQUIRED QUALIFICATIONS

- ◆ Combination of education and experience equivalent to a Degree in Dietetics, Food, or Nutrition from an accredited college OR five (5) years experience working in a progressively more responsible position in managing a large food service operation.
- ◆ Knowledge of proper food service operations including: use of equipment, record keeping, inventory, ordering, safety, and sanitation.
- ◆ Knowledge of basic menu planning and nutritional principles.
- ◆ Ability to perform mathematical calculations.
- ◆ Ability to communicate effectively in the English language both orally and in writing.
- ◆ Ability to meet the physical requirements necessary to safely and effectively performs the required duties.
- ◆ Ability to establish and maintain effective work relationships with supervisor and employees.
- ◆ Possession of a valid California Drivers' License and proof of automobile insurance.

DESIRABLE QUALIFICATION

- ◆ Experience in a large food service operation-serving children under CCFP.