



Supervisor 5 / CN Food Truck

Purpose Statement

The job of Supervisor 5 / CN Food Truck is done for the purpose/s of organizing food preparation activities and operating a mobile food truck; overseeing and assisting food truck workers with food preparation and serving meals; confirming quantities and quality of food items are available for use; providing written reports; complying with mandated health requirements; providing food services to multiple sites; managing the district food truck and mobile Summer Meal Program and mobile District Catering Services.

This job is distinguished from similar jobs by the following characteristics: Coordinates and supervises food services for District food truck and mobile Summer Meal Program and mobile District catering services in addition to managing staff and food prep on site.

This job reports to Director of Child Nutrition

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.

Coordinates District food truck, mobile Summer Meal Program, and mobile catering services (e.g. lunches, meetings, professional development, etc.) for the purpose of providing food services for a variety of special events throughout the District.

Coordinates food services, including delivery, to specialty sites throughout the District for the purpose of providing food services to students at sites without food preparation capabilities.

Drives food truck to various District locations for the purpose of providing food services for a variety of regular and special events throughout the district.

Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.

Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.

Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.

Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.

Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.

Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

Manages assigned site operations (e.g. supervise personnel, create menus, monitor meal accounts and expenditures, evaluate new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.

Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.

Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.

Orients new employees to work center and food truck processes for the purpose of providing information regarding site operations and activities.

Oversees the preparation, cooking, and serving of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Performs marketing of the breakfast and lunch programs (e.g. pictures, age-appropriate and appealing decorating of serving lines and cafeteria, promotion of specialty days and events, merchandizing lines, etc.) for the purpose of ensuring maximum student participation and acceptance.

Prepares a variety of documentation (e.g. meal program records, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.

Processes receipts and reconciles transactions for the purpose of completing and documenting transactions and/or preparing bank deposits, including delivery of bank deposits to the district office.

Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.

Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, disciplines, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites as needed.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar

processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 15% sitting, 25% walking, and 60% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test
ServSafe Certification

Certificates and Licenses

ServSafe Certificate
SNA School Nutrition Association Level 3 Certification
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Regularly as needed to perform changing essential functions of position
Annually to meet 2010 Healthy Hunger-Free Kids Act
Professional Standards requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 5