

*Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes. Successful candidates will demonstrate an ability to work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.*

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FOOD SERVICES SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Food Services oversee daily operations of the Central Kitchen and Elementary School cafeterias. Prepare necessary management reports; oversee warehouse inventory and distribution; and represent Director in their absence.

#### **DISTINGUISHING CHARACTERISTICS:**

The Food Services Supervisor needs to have a working knowledge of the School Breakfast Program and National School Lunch Program in order to assist in the maintenance of compliant programs. The Supervisor must be able to communicate with Food Service personnel in a polite and respectful manner. They must also be organized and knowledgeable of deadlines with regard to placing food orders and menu striking.

The incumbent will establish a work environment where all employees are welcome, celebrated and challenged to be their best in all endeavors.

Accessibility, visibility and a belief in the value of open, clear communication and process will be among the chief virtues of the incumbent.

#### **REPRESENTATIVE DUTIES**

##### **ESSENTIAL DUTIES:**

Support the director with food and supply orders. Oversee weekly/monthly physical inventory at all sites. Maintain accurate records. Provide Year End report on designated spreadsheet to director annually.

Review daily deliveries with Warehouse/Driver person. Address discrepancies between orders and invoices. Communicate with vendors regarding order irregularities.

Conduct daily meeting with Central Kitchen Food Service Seniors and Cooks. Review lunch schedule changes for middle/high schools, staffing or necessary menu adjustments, work orders, and equipment repairs.

Participate in Central Kitchen staff and Elementary staff bi-weekly meetings to discuss logistics and menus.

Participate in monthly training provided from Food Safety Systems.

Participate in ongoing trainings to remain up to date on requirements set forth by USDA, Free and reduced lunch eligibility, nutrition, health, and safety standards.

Observe and provide feedback on meal service for breakfast, nutrition and lunch. Check serving lines for quality, customer service, and proper meal components. Be available to support and assist if any problems should occur with production or computers. Be knowledgeable and able to assist with any role on a cafeteria serving line as needed.

Review daily production records after meal services. Track daily participation and adjust orders accordingly based on participation and student preferences.

Monitor daily absences and staffing. Contact and secure substitutes. Create and post the daily staffing sheet. Confirm staff are accurately reporting hours and absences.

Reconcile daily timecards, consolidate monthly time and prepare monthly payroll reports on a monthly basis.

Work directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Work with populations with multiple abilities.

Commitment to implementing and maintaining best practices in equity, social justice, culturally relevant and restorative pedagogies and practices.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and techniques pertaining to the preparation, cooking, baking and serving foods to students in grades K to 12, while following the guidelines outlined in Healthy, Hunger Free Kids Act of 2010 for the School Breakfast Program and National School Lunch Program.

Current Los Angeles County safety and sanitation regulations, practices and procedures.

Commercial food service terminology, appliances and equipment.

Principles of cost control and procurement.

Methods and operational procedures for requisitions, receiving and storing foodstuffs, materials and supplies.

Must have knowledge in employee motivation, supervisory strategies and techniques, as well as employee training and supervision.

Principles and methods of quantity food service preparation, serving and storage.

Sanitation and safety practices related to handling, cooking, baking and serving food.

Methods of preparing and serving food in large quantities.

Methods of adjusting and extending recipes and proper substitutions.

Principles and practices of supervision and training.

Proper methods of storing equipment, materials and supplies.  
Standard kitchen equipment, utensils and measurements.  
Health and safety regulations.  
Record-keeping and report preparation techniques.  
Basic math and cashiering skills.  
Inventory techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Evidence of leadership in the areas of equity, social justice, cultural relevance, and restorative practices.  
Excellent written and verbal communication skills, particularly across cultural groups.

**ABILITY TO:**

Self-organize and maintain daily, weekly and monthly schedules.  
Problem solve and trouble shoot quickly in order to solve issues that may arise in the department at any time.  
Create and/or develop recipes that are appealing and appetize to appropriate age groups, Grades K to 12.  
Prepare and serve a variety of nutritionally balanced foods, both hot and cold, as well as be able to bake.  
Stand for long periods of time, as needed for cooking, baking, setting up and serving or for cashiering, in a hot environment.  
Effectively and efficiently coordinate and manage secondary and elementary school food service operation.  
Plan, organize, coordinate, supervise and evaluate Food Service staff.  
Effectively and efficiently maintain a number of records and prepare clear, concise and accurate report as required.  
Understand and carry out oral and written directions.  
Establish and maintain a cooperative working environment and working relationships.  
Plan, organize, coordinate and participate in District food service operations and activities.  
Train and evaluate the performance of assigned personnel.  
Prepare and serve food in accordance with health and sanitation regulations.  
Operate and maintain food service machines and equipment.  
Prepare attractive, appetizing and nutritious meals for students and staff.  
Follow, adjust and extend recipes.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software.  
Plan and organize work.  
Observe and follow health and safety regulations.  
Perform cashiering duties and make change accurately.

Work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school. Preference given to candidates with a minimum of an A.A. Degree with an emphasis in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or related field.

Three years of experience in quality food preparation, service and supervision in a commercial, institutional or preferably in a K-12 school district food service facility.

Experience with diversity, equity, justice and inclusion preferred.

Bilingual preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Current ServSafe Manager Certification

Possession of a valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Central Kitchen and Elementary school cafeterias.

Office work environment.

Subject to heat from ovens and/or extreme cold from freezer.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Walking.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Dexterity of hands and fingers to operate kitchen tools, nutrition service equipment and office equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information.

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.