

STOCKTON UNIFIED SCHOOL DISTRICT

CHILD NUTRITION/PROGRAM SUPERVISOR

DEFINITION

Under general supervision, plan, implement, coordinate, and monitor the District computerized meal accounting systems and nutritional analysis/recipe/menu software. Perform in depth analysis of food service computer systems. Serve as liaison between the Food Service Department and multiple District departments, California Department of Education, San Joaquin County Department of Human Services and the San Joaquin County Office of Education in order to directly certify qualifying students for free/reduced priced meals. Perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receive general supervision from the Director of Child Nutrition/Food Services. Exercises functional supervision over Food Service clerical staff, as assigned.

EXAMPLES OF DUTIES— Duties may include, but are not limited to, the following:

- Plan, implement, coordinate, review and monitor the District's computerized meal accounting systems
- Plan, implement, coordinate, review and monitor the District's computerized nutritional analysis/recipe/menu systems
- Provide technical support to the public on the use of internet available tools used in Food Services including the prepayment of meals consumed at the school sites and the submitting of electronic meal applications
- Perform regular downloads and updates to all Food Service application software, working alone and exercising independence of judgment
- Produce data files from existing databases to be used by other District departments as it pertains to student's eligibility for Free/Reduced price meals
- Provide training to staff on a variety of applications in use by the Food Service Department
- Compile data to give fiscal feasibility of new software and future projects
- Coordinate and standardize current and future Food Service systems
- Work with the Director of CNFS and Facilities Planning for cafeteria modernizations and review of equipment layouts
- Respond to complaints regarding Food Service programs and prepare administrative reports
- Review Food Service's Health and Wellness policy and make recommendations for change to the Director of CNFS
- Maintain a working relationship with the Information Services staff to organize new hardware and software implementations and maintenance of non-food service specific technology
- Maintain and review backup logs and a tape library, as needed
- Maintain regular and prompt attendance in the work place
- Perform related duties as assigned

Knowledge of:

- Information management systems and implementation procedures
- Management theory and practice

- Hardware systems and components
- Work simplification principles, economy of motion and organizational structures
- Problem solving skills
- Principles and techniques of labor relations management and working with union representatives
- Computer Programs related to meal service accounting, meal planning/nutritional analysis and food ordering procedures.
- Modern office methods and procedures
- Record keeping techniques
- District organization, operations, policies and objectives
- Oral and written communication skills

Ability to:

- Develop and maintain cooperative working relationships with those contacted in the course of work
- Work independently; follow oral and written instructions
- Manage a health and wellness program and evaluate the nutritional balance and acceptance of menus
- Gather, collate and extract pertinent data from databases and other sources.
- Identify and diagram production elements in the work flow process
- Synthesize proposal objectives and recommendations
- Communicate effectively with system users; identify food service information management system needs and identify requirements
- Plan and organize work

EDUCATION AND EXPERIENCE

Any combination of education, training and/or experience equivalent to:

- A Bachelor/s degree in Computer Science or Food Service Management or related field preferred
- A minimum of three (3) years of system management of Food Service or school district accounting related applications

LICENSES AND CERTIFICATES

- Possession of a valid California driver license
- First Aid and CPR certificates must be obtained within (60) days from date of hire
- Food Safety and Sanitation Certificate must be obtained within (60) days from date of hire.

WORKING CONDITIONS:

Environment:

- Indoor work environment

Physical Demands:

Employees in this position must be able to:

- Sit for extended periods of time.
- Enter data into a computer terminal/typewriter and operate standard office equipment.

- Bend at the waist, kneel or crouch, stand or walk.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull/
- Lift and /or carry up to 25 lbs at waist height for short distances.

Salary Placement:

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 35

12-month work year

Board Approval: 08/03/09