

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Supervisor I, Food Services Program**

**Purpose Statement**

The job of Supervisor I, Food Services Program, is done for the purpose/s of directing provisions for and delivery of meal service to Momentum Learning students; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

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**Essential Functions**

- Collaborates with internal and external personnel (e.g. school districts, Office of Child Nutrition Program, State Department of Education, USDA Food and Nutrition Services, etc.) for the purpose of implementing and/or maintaining delivery services and programs for JCCS students.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting staff, and serving as a Director of the Food Service Program.
- Manages a wide variety of activities for student programs (e.g. day-to-day meal and reimbursements, contracts, documents, etc.) for the purpose of developing RFPs and bid proposals and ensuring compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. day-to-day meals, reimbursement activities, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Negotiates contracts (e.g. project services, etc.) for the purpose of ensuring accurate information is given and are within compliance of all food services purchasing guidelines.
- Participates in meetings, workshops and seminars (e.g. for technical training and guidance to staff, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. training staff on the lunch application, eligibility and verification process, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives.
- Presents information (e.g. technical training and guidance to staff of the Momentum program, etc.) for the purpose of ensuring compliance with applicable National School Lunch Program and CACFP regulations and communicating information, gaining feedback and ensuring adherence to established processes.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services in compliance with all federal, state and local regulations and guidelines.

**Other Functions**

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

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; conducting meetings; critical observation ; facilitating meetings; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and concepts of quantity cooking and nutritional analysis; business telephone etiquette; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; practices of personnel administration.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide 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 and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of 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.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of  
Insurability

Food Handlers/SafeServ Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background  
Clearance

Drug Test

Proof of physical examination including TB  
Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 30

**Personnel Commission Approved: October 19, 2016**