

## Nutrition Services– Field Operations Supervisor

### BASIC FUNCTION

Under the general supervisor from the Program Manager, responsible for ensuring high quality food and customer service and compliance with all Child Nutrition Program regulations, Department Policies and District Wellness Policy.

### REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- x Implement and maintain successful food service operations.
- x Responsible for day to day staff supervision and operations.
- x Control labor expenses by creating and implementing customized work schedules.
- x Ensure prescribed quantities of foods and supplies are available in schools by monitoring orders and checking inventory during site visits to control food costs and limit waste.
- x Regularly perform side by side coaching and training to staff.
- x Hold staff accountable for any identified deficiencies with specific corrective actions and timeline.
- x Ensure compliance with all Federal, State, and Local regulations and policies.
- x Provide consistent communication and implementation of department policies and Standard Operating Procedures.
- x Participate on project teams to refine Nutrition Services systems and improve operations for Continuous Quality Improvement.
- x Encourage teamwork and communication to support department goals.
- x Maintain professional growth by attending and actively participating in meetings, seminars and workshops and presenting



