

Nutrition Services Supervisor 1

Job ID 1017966

Full/Part Time

Location Other

Regular/Tem... Regular

General Information

General Statement of Duties

Performs supervisory work involving responsibility for ordering, receiving, preparing and serving food in a small size nutrition services kitchen; ensuring that wholesome, appetizing, and appealing products are presented at all times; and performs related duties as assigned.

Supervision Received

Works under the direction of a Nutrition Services Coordinator.

Supervision Exercised

May exercises direct technical and administrative supervision over a few Nutrition Services Assistants or volunteers.

Qualifications

Six months of experience as a Nutrition Services Assistant in the District or six months of experience in the quantity preparation and serving of foods in a school cafeteria or its equivalent. A Minnesota Department of Health Food Manager's Certification will be required within three months of appointment.

Responsibilities

The listed examples may not include all the duties performed by all positions in this class:

Directs and supervises the work of a few employees or volunteers in a single location.

Coordinates the preparation and serving of a limited variety of school lunch and breakfast foods as determined by the menu; works with kitchen staff or volunteers on the preparing and serving activities as necessary.

Ensures that food is prepared as required; checks the quality, tastefulness, neatness, arrangement and portion size of foods served; sets up food counters in an attractive and sanitary manner.

Orders food supplies from a limited number of vendors and the production kitchen.

Inspects merchandise received and ensures that quantities received are as ordered.

Responds to routine catering requests; ensures that orders are filled accurately and in a timely manner.

Prepares bank deposits and related reports.

Acts as cashier when necessary.

Ensures the cleanliness and sanitation of the kitchen equipment and personnel.

Operates kitchen equipment as required.

Knowledge, Skills, and Abilities

Working knowledge of food safety as it relates to food preparation and storage.

Working knowledge of the basics of nutrition and the nutritional impact of food storage and preparation.

Working ability to prepare foods for serving.

Working ability to use institutional kitchen equipment and to maintain it in a clean and sanitary condition.

Some ability to handle sales and to prepare daily cash and other reports as required.

Working ability to make arithmetic computations.

Working ability to deal firmly and courteously with cafeteria patrons.

Some ability to plan, direct and evaluate the work of others.

Pay, Benefits & Work Schedule

This is a 10 month position working 40 hours per week.

Salary and benefits are in accordance with the Nutrition Services negotiated labor agreement. The labor agreement and salary schedule can be found at <https://www.spps.org/Page/33566>. The minimum rate of pay for this position is \$20.54 per hour.

Benefits are available to new employees after 30 days of active employment. Benefits include medical insurance, life insurance, sick leave, pension plan, tax-free retirement account, and flexible spending account. Some employee groups also receive vacation, dental insurance and disability insurance. A benefits summary is available at <https://www.spps.org/Domain/13220>.

How to Apply

To be considered further, please apply for this position and attach a resume and cover letter to your online application.

The Human Resource Department will review your application materials and contact you regarding the next steps.

To attach additional documents to your online application, click on the "Additional Attachments" link from the applicant homepage and upload your documents as attachments. Valid file extensions for attaching a document include .doc, .txt, .rtf, and .pdf.

Other Information

Transcript - Unofficial transcripts are accepted at the time of hire. You must submit official transcripts within 30 days of your start date. Formal credential evaluation is required for post-secondary education completed outside of the United States.

Veteran's Preference - If you are an eligible veteran applying for a job where veteran's preference applies and wish to claim Veterans Preference you must submit a legible copy of your DD214 to the Human Resource Department with your employment application. If your claim is approved, five or ten additional points will be added to your final passing score.

Criminal Background Investigation and Reference Checks - Reference checks and a criminal background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.

Essential Functions

Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities.

Regular and reliable attendance.

May be exposed to various cleaning products.

Equal Employment Opportunity

Saint Paul Public Schools is an equal opportunity employer and supports an inclusive workplace environment.

Equity Statement

SPPS is committed to an equitable workforce where all employees represent this commitment through equitable practices in their job position.