



**NUTRITION SERVICES
SUPERVISOR 1**

**Job Code: 310ABE
Bargaining Unit: 11
Effective Date: 7/1/2003**

Description of Work

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

Typical Duties Performed

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.

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Typical Duties Performed (continued)

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.

Minimum 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.