



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	School Nutrition Program Site Supervisor	Work Year:	260	Reports to:	Director, School Nutrition Program
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Primary Function

The Site Supervisor for the School Nutrition Program provides leadership and operational oversight for the district's school nutrition program at the school sites. This role ensures compliance with USDA regulations, promotes excellence in food quality and service, and supports a safe, efficient, and cost-effective operation. The Site Supervisor serves as a key liaison between school sites and district leadership, providing training, evaluation, and support to site managers and staff while advancing departmental goals. Additionally, the role supports continuous improvement through data monitoring, student engagement, and operational efficiency practices.

Essential Job Functions:

- ❖ Provide operational supervision to School Nutrition Program staff at school sites, ensuring high standards of consistent food quality, service, and safety across all assigned locations.
- ❖ Monitor and ensure program compliance with USDA, state, and local regulations, taking corrective action as needed.
- ❖ Conduct regular site visits to evaluate performance, ensure adherence to health codes, verify compliance with food safety standards, and identify opportunities for operational improvement.
- ❖ Serve as a leadership resource to site staff, fostering a positive, professional, and team-oriented environment. while promoting accountability and continuous improvement.
- ❖ Oversee menu implementation, production records, recipe calculations, and consistency in meal execution to ensure meals meet state and federal requirements, including Offer Versus Serve.
- ❖ Monitor operational practices, including food ordering, production records, inventory, waste control, and labor management, to ensure efficiency and cost effectiveness. while tracking key performance indicators such as participation and waste.
- ❖ Maintain quality control systems to support consistent food service delivery. across all assigned sites.
- ❖ Review and recommend equipment upgrades or replacements to improve program efficiency and kitchen functionality.
- ❖ Evaluate staff performance through observation, formal evaluations, and feedback, ensuring accountability and continuous improvement.
- ❖ Assist the Director in orientation, ongoing training, and professional development for site staff in areas such as food safety, meal production, sanitation, and customer service.
- ❖ Assist the Director in conducting regular staff meetings to communicate departmental goals, policies, and performance expectations.
- ❖ Respond to inquiries from staff, parents, and students regarding menus, food allergies, eligibility, and nutrition-related concerns.
- ❖ Support community and district-wide initiatives to promote healthy eating and school meal participation. including student engagement activities such as taste tests or feedback systems.

- ❖ Assist with budget implementation by monitoring food, labor, and supply costs. to support financial sustainability of the program.
- ❖ Ensure accuracy in counting, claiming, and reporting procedures to maintain compliance and maximize federal reimbursement.
- ❖ Prepare and submit reports, records, and data as required for program monitoring and decision-making. including use of nutrition services software systems.
- ❖ Manage free and reduced meal applications. in accordance with program regulations.

Education and Experience:

- ❖ Associate degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least two years of relevant SNP experience; **or**
- ❖ High school diploma or Tests for General Educational Development (GED) and 10 years or more of SNP experience.
- ❖ Must have completed at least eight hours of food safety training within five years prior to their starting date or complete eight hours of food safety training within 30 calendar days of their starting date.

Skills, Knowledge and/or Abilities Required:

Skills to prepare food in large quantities, plan menus, operate, care for and maintain institutional kitchen equipment, maintain inventory control, use standard office equipment including computer, communicate effectively.

Knowledge of modern methods of food preparation, health codes and sanitation principles, nutritional requirements.

Abilities to stand/walk for prolonged periods, understand and carry out oral and written instructions, communicate and direct other personnel. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications:

- ❖ Valid California Class C driver's license.
- ❖ Criminal Justice Fingerprint Clearance

SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP	=	Not Present - Does not exist
O	=	Occasionally - Up to 1/3 of the time
F	=	Frequently - From 1/3 to 2/3 of the time
C	=	Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	45%
Walking	45%
Sitting	10%
B. Lifting	F 35 lbs.
Carrying	F 35 lbs.
Pushing	C 35 lbs.
Pulling	C 35 lbs.

2. CLIMBING	O
BALANCING	C

3. STOOPING	F
KNEELING	O
CROUCHING	O
CRAWLING	NP

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	O

5. TALKING:

Ordinary	F
Other	F

HEARING:

Conversations	F
Other Sounds	F

6. SEEING

Acuity, Near	F
Acuity, Far	O
Depth Perception	F
Accommodation	F
Color Vision	O
Field of Vision	O

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (2) (3) (4) (5) (6)

(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are sacks of flour, cases of soft drinks, trays, cart, hand truck, balancing is wet, slippery floors, stooping is low racks, ovens, reaching/handling/ fingering are dishes, spoons, food, cash, talking/hearing normal conversation and other sounds, visual acuity is serving, preparing food.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP	=	Not Present in the Job Environment
S	=	Seldom - Under 5% of Work Day
O	=	Occasionally - Up to 1/3 Time
F	=	Frequently - From 1/3 to 2/3 Time
C	=	Constantly - 2/3 or More Time

1. **ENVIRONMENT:**

Inside 80% Outside 20%

"Inside/Outside work site location" = Primary activity of job performed inside

"Mechanical Hazards" = Mixers, slicers, oven doors, knives

"Electrical Hazards" = Electrical appliances

"Radiant Energy" = Ovens

"Burn Hazards" = Ovens, steam tables, hot pans

"Other Hazardous Conditions" = Wet surfaces (slipping)

2. **EXTREME COLD**

O

"Extreme Cold" = Walk-in freezer/coolers

3. **EXTREME HEAT**

F

"Extreme Heat" = Stoves, ovens, fryers

7. **ATMOSPHERIC CONDITIONS:**

Fumes S

Mists S

Odors S

Gases NP

Dusts O

Poor Ventilation O

Other Atmospheric Hazards NP

"Fume Exposure" = Cleaning solvents

"Mists" = Boiling water, dish water

"Odor Exposure" = Oven cleaners, bleach, cleaners

"Dust Exposure" = Flour, pollen

"Poor Ventilation Conditions" = A problem if window is closed or fan is off

4. **WET/HUMID**

O

"Wet and/or Humid Conditions" = Washing dishes/pans/hands

5. **NOISE: (IN DECIBELS)** 80 decibels

VIBRATION: O

"Noise" = Mixers, pots and pans banging

"Vibration" = Mixers

6. **HAZARDS:**

Mechanical O

Explosives NP

Electrical S

Radiant Energy O

Burns F

Other Hazard/s F

8. **PROTECTIVE CLOTHING – DEVICES:**

Latex/mesh gloves, hair nets, back braces, aprons

9. **E. C. SUMMARY:** Inside and Outside Work 2 (3) 4 5 (6) 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.