



## Nutrition Services – Field Operations Supervisor

### **BASIC FUNCTION**

Under the general supervision 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.*

- Implement and maintain successful food service operations.
- Responsible for day-to-day staff supervision and operations.
- Control labor expenses by creating and implementing customized work schedules.
- 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.
- Regularly perform side-by-side coaching and training to staff.
- Hold staff accountable for any identified deficiencies with specific corrective actions and timeline.
- Ensure compliance with all Federal, State, and Local regulations and policies.
- Provide consistent communication and implementation of department policies and Standard Operating Procedures.
- Participate on project teams to refine Nutrition Services systems and improve operations for Continuous Quality Improvement.
- Encourage teamwork and communication to support department goals.
- Maintain professional growth by attending and actively participating in meetings, seminars and workshops and presenting continuing education material during department meetings.
- Maintain membership in the School Nutrition Association.
- Assist in supervision of personnel.
- Drive to and from schools as required.

*Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **EDUCATION AND EXPERIENCE**

#### **Education, Training and Experience:**

- An Associate's Degree in Food and Nutrition, Institutional Management, Hotel and Restaurant Management or a related field.
- Three (3) years of managerial experience in large scale full-service food preparation, preferably in public schools' food and nutrition services.
- Positions in this classification are required to obtain and maintain a valid Multnomah County Food Handler's card throughout the course of employment.

*Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.*

**Special requirements:**

Positions in this classification are required to use a personal automobile and possession of a valid Class C Oregon driver's license.

**Preferred Qualifications:**

A Bachelor's degree in one of the identified fields is highly desirable.

**KNOWLEDGE AND ABILITIES****Knowledge of:**

- Principles and practices of large-scale food service management, food preparation, and program administration.
- Safe Food Handling and Hazard Analysis Critical Control Procedures (HACCP) in food service.
- Federal, State and local codes and regulations governing food handling and school food service.
- USDA Child Nutrition programs.
- Workplace Safety programs.
- Customer service and public relations methods and practices.
- Technology and computer applications related to school nutrition.
- Technology – Email, Internet, Microsoft Word, Excel and PowerPoint
- Experience managing food service operations.
- Principles and practices of effective employee management and supervision.
- District policies, procedures, organizational structure.

**Ability to:**

- Operate all food service equipment.
- Work independently and take ownership of assigned tasks
- Organize workflow for optimum efficiency
- Participate in the direction and coordination of Nutrition Services operations.
- Interpret and apply applicable local, state and Federal, standards, guidelines, regulations and laws related to Pre-K – 12 public education nutrition programs.
- Monitor compliance with Federal, State, local and district standards, guidelines, regulations, laws and policies related to school nutrition programs.
- Assess student nutrition issues and develop recommendations for Portland Public Schools Nutrition Services Operations.
- Analyze problems and develop effective solutions.
- Manage staff, delegate tasks and authority, and coach to improve staff performance.
- Use initiative and independent judgment within established procedural guidelines.
- Assess and prioritize multiple tasks, projects and demands.
- Establish and maintain effective working relationships with co-workers and clients.
- Deliver a high-level of customer service to district stakeholders.
- Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
- Respond quickly to systems' failures and recommend procedures for improvement.

- Analyze processes and problems, identify opportunities for improvement and follow through on changes.
- Provide leadership by building, directing and motivating a diverse workforce at all levels in the district.
- Operate a personal computer utilizing standard and specialized software.
- Communicate effectively orally and in writing.

### **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Exempt

Job Posting Date: December 17, 2021

Bargaining Unit: Non-Represented

Salary Grade: 20

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).*

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*