

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: FOOD SERVICES SUPERVISOR

BASIC FUNCTION:

Under the supervision and direction of the Head Start/Early Head Start Director, plan, implement, administer and monitor the operation of the food service programs and activities of the Head Start and Early Head Start programs; assure an efficient and quality food service program that is cost effective and within budget; assist in budget preparation by forecasting costs and projecting revenues; prepare and maintain accurate records; serve as liaison between the Yolo County Head Start and Early Head Start Programs and the State of California CCFP administration; participate in the selection of staff; supervise, train, and evaluate all food services personnel; comply with Child Care Food Program, Head Start and Early Head Start regulations and all other applicable state, local and federal guidelines.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assume management responsibility for food services and activities of the Head Start and Early Head Start programs in accordance with Head Start and Early Head Start Performance Standards, Child Care Food Program regulations, and all other applicable regulations; insure that food items are stored, cooked, and transported in a safe, sanitary and timely manner; provide catering support for internal program meetings and events for parents; plan and monitor the preparation of all foods for meals, snacks, field trips, food experiences and other Head Start and Early Head Start special activities.

Supervise and evaluate cooks, and other food service personnel; arrange for substitutes when needed; provide or arrange for training of food service personnel and Head Start/Early Head Start staff on policies and procedures related to food services requirements and proper food handling;

Conduct monitoring visits to kitchens, centers and socialization sites to ensure all CCFP regulations are followed, that food handling is safe and sanitary, that meals and snacks provided are properly prepared, tasty and healthful, and that all foods and supplies including the USDA commodities are properly stored. Regularly inspect kitchen and transportation equipment to assure safety and proper maintenance. Investigate and resolve food quality and service complaints.

Plan menus that meet nutritional requirements and accommodate special diets with an understanding of the diverse population we serve. Submit menus in a timely manner to the dietitian for review and modify as recommended. Test and evaluate new recipes; involve Head Start and Early Head Start parents in the selection of culturally appropriate and nutritious foods for menus.

Maintain accurate and timely records, including: financial records, inventories, menus, planning, production and others. Prepare and submit to the appropriate source in a timely manner, all necessary documents for CCFP and USDA compliance and reimbursement.

Analyze data for evaluating, planning, and improvement of services.

Review financial transactions and monitor food service budget to ensure efficient operation and to ensure that expenditures remain within budget limitations. Prepare specifications for all food service equipment and supplies; order and oversee the distribution of food and supplies.

Meet regularly with the Head Start/Early Head Start Director, managers, dietitian, food service employees and other staff as needed.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of supervision, training and performance evaluation.
- Proper food service operations including: use of equipment, record keeping, inventory, proper ordering, safety, sanitation and food transportation methods.
- Basic menu planning and nutritional principles.
- Use of a Personal Computer and appropriate software.
- Child Care Food Program and USDA requirements.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Perform mathematical calculations.
- Communicate effectively in both oral and written form.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Establish and maintain effective work relationships.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Organize personnel effectively and efficiently to successfully meet daily objectives of food production.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- A Bachelor's Degree in dietetics, food, or nutrition; or a combination of education and experience equivalent to a Bachelor's Degree.
- Five years increasingly responsible experience in a large food service operation, including two years in a supervisory role.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Valid California driver's license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:

Lift up to fifty (50) pounds.
Dexterity of hands and fingers to manipulate kitchen and standard office equipment.
Seeing to read a variety of materials.
Hearing and speaking in order to exchange information.
Driving a van/automobile to conduct work.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval