



**NUTRITION SERVICES
SUPERVISOR 3**

Job Code: 341ABE
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 large size school nutrition services kitchen; directing the operation and personnel in a manner which ensures 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

Exercises direct technical and administrative supervision over many Nutrition Services Assistants and/or Nutrition Services Helpers.

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 many employees in multiple locations.

Coordinates the preparation and serving of a wide variety of school lunch and breakfast items to meet the various dietary needs and preferences of many customers; works with kitchen staff on the preparation 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 many 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

Considerable 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.

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

Working ability to coordinate multiple tasks under tight time limits.

Working ability to make arithmetic computations.

Working ability to deal firmly and courteously with cafeteria patrons.

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

Minimum Qualifications

Two years of experience as a Nutrition Services Supervisor 2, four years of experience as a Nutrition Services Supervisor 1 or equivalent experience. A Minnesota Department of Health Food Manager's Certification will be required within three months of appointment.