



WE INVEST IN EXPERIENCE TO ENSURE QUALITY EDUCATION FOR OUR STUDENTS

EMPLOYMENT OPPORTUNITIES

MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES : 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500, ext. 17302 WEBSITE: www.mvUSD.net

ALL APPLICATIONS MUST BE SUBMITTED THROUGH EDJOIN.ORG

SUPERVISOR III - Field Supervisor

Application Deadline: August 16, 2026
Salary Range: \$105,026 - \$127,656
Workdays: 260 days
Fringe Benefits: Medical, Dental, and Employee Life Insurance
Retirement: Effective January 1, 2013, all new classified managers pay their own PERS.

FINGERPRINTING

Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ) and a fee for processing. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted.

DEFINITION

Under the direction of the Director of Nutrition Services, plans, coordinates, and supervises the nutrition services programs and personnel in assigned school sites; trains, supervises, and evaluates the performance of assigned staff. Acts as a liaison between the assigned school sites and district administration; makes recommendations for improvements and change; monitors reports for completeness and compliance with the National School Lunch/School Breakfast Program, Child and Adult Care Program, after-school snack program, summer feeding program, and school site meal/BBQ functions. Works to establish and enhance a culture of energy conservation within Nutrition Services school site cafeterias.

RESPONSIBILITIES

Trains and evaluates new and substitute employees in basic food service activities such as food preparation, sanitation, sanitation procedures, and safe operation of equipment. Completes annual employee evaluations and works as needed to develop improvement plans. Coordinates and tracks promotional activities. Serves as on-site supervisor for on-campus special events, ensuring event goes as planned with excellent customer service and within budgetary plans. Plans and participates in employee training. Participates in food protection management training for site leads and Nutrition Services employees. Proctors testing as needed and maintains Certified Food Protection and Proctor certification to provide training in house. Implements approved programs in nutrition education, marketing, cost control, employee training, student/community involvement, quality control, and food preparation at assigned sites. Identifies and resolves problems relating to ordering, distribution, and serving at sites. Monitors and approves site led orders to ensure menu and budgetary compliance for foods and supplies. Analyzes assigned operations for food and labor costs; recommends implementation of improvements in service, equipment, food preparation, personnel assignments, and facilities to assure fiscal efficiency. Travel to cafeteria sites to monitor food products, procedures and compliance of designated programs; conducts inspections and audits according to established procedures and protocol; instructs employees in techniques to improve efficiency, productivity, and enhance customer service; discusses concerns with supervisors and works with staff to implement improvements and changes. Maintains records and prepares reports. Analyzes menu for computerized nutrient standard menu planning. Orders food and supplies according to established procedures. Participates in the employee selection and orientation procedures. Assures compliance with federal, state, and local laws and regulations concerning food and facility sanitation and safety. Oversee and maintain departmental HACCP plans. Travels to school sites to monitor food product, storage and distribution methods, staff utilization, sanitation practices, record keeping and internal cash controls, standard operating procedures; conducts mandatory audits and inspections according to established schedules for program compliance. Coordinate's school site energy usage, monitoring equipment for efficient energy usage via the computerized monitoring system. Ensure that cafeteria sites lessen energy usage during school breaks by consolidating cool storage needs and disconnect all unused equipment. Provides basic instruction to employees at school sites in the use of a computer to perform regularly assigned job tasks. Reports operational problems to assigned supervisor; assures proper utilization, care, and repair of equipment. Utilizes automated record-keeping software and computer terminals to monitor records and generate reports. Monitors daily site recordkeeping both in designated computer software and production records to ensure accuracy in sales and reimbursement. Maintain cooperative working relations with school administrators and department employees, vendors and union representatives. Respond and resolve parent, student and staff issues/complaints. Reviews menu production worksheets of assigned sites. Participates in monitoring compliance to competitive food law requirements at school campuses. Implements and maintains computerized programs for inventory control, menus, recipes, and ingredients; recommends program updates; installs programs, trains personnel, and troubleshoots problems; ensures accurate order and inventory control at sites. Monitors point of sale computers to ensure smooth operation; maintains programs, installs new computers when required; updates operator's manual; communicates with technology and software support staff. Serves on assigned committees and advisory groups. Takes over for Central Kitchen Supervisor when needed. Supports American School Food Service Association state and local chapter activities. Performs other related duties as assigned.

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CLASSIFIED MANAGEMENT VACANCY

APPLICATION PROCEDURE

**APPLY ONLINE AT:
EDJOIN.ORG**

**The following items are required
by the application deadline:**

- A completed **EDJOIN** online classified management application
- Letter of Introduction
- Resume
- Three (3) current letters of recommendation signed and dated within the last three years. Must be signed - **NO ELECTRONIC SIGNATURES**
- Proof of education via transcripts or diploma
- Copy of valid Food Safety Manager's Certification

**APPLY ONLINE AT:
EDJOIN.ORG**

Submit To:

Dr. Robert Verdi, Ed.D.
Chief Human Resources Officer
Human Resources
25634 Alessandro Blvd.
Moreno Valley, CA 92553

Non-Discrimination Policy

Moreno Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability or affiliation with the Scouting of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Dr. Khaleelah Lewis-Wilkins
klewis@mvUSD.net

Title II/ADA Coordinator

Omar Marquez

omarquez1@mvUSD.net Section
504 Coordinator

Philip Peebles

ppeebles@mvUSD.net

Moreno Valley Unified School
District 25634 Alessandro Blvd.
Moreno Valley, CA 92553 Phone:
951-571-7500.



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QUALIFICATIONS

Knowledge of:

Principles and methods of administration, supervision, management, training, safety and security; principles of budgeting, cost analysis, and reporting; Requirements of the National School Nutrition Programs (such as National School Lunch and Breakfast Programs, Seamless Summer, Afterschool Snack) and Child and Adult Care Food Program; Fundamentals of Nutrition; advanced concepts of work simplification, food safety and sanitation, and work scheduling as applicable to district-wide food service operation involved in elementary, middle, and high school serving kitchens; free and reduced income eligibility procedures and guidelines; food ordering and storage practices; proper utilization and care of food service equipment; record-keeping and report preparation; business mathematics; principals of supervision, training, and motivation; computer functioning and operation; troubleshooting computer problems and coordinating repairs; safe working methods and procedures.

Ability to: work with, instruct, and supervise personnel in a fair and impartial manner; understand and carry out written and verbal instructions; establish and maintain effective working relationships; communicate effectively both orally and in writing; input data into a computerized system; apply applicable federal, state, and local regulations involving school food preparation, distribution, and service; compile and analyze data and financial records, detect errors in records and reports, draw sound conclusions; make accurate mathematical calculations; support and recommend technology programs, updates, and equipment.

Experience/ Education: An Associate's Degree with two (2) years college level coursework with an emphasis in nutrition, safety and sanitation, basic food preparation, and supervision; and a minimum of two (2) years' experience in quantity food preparation, preferably in an institutional setting including one (1) year of supervisory experience, OR any combination equivalent to graduation from high school supplemented by a minimum of four (4) years' experience in large quantity food service operation with a minimum of two (2) years lead or supervisory experience. Working knowledge of school food service back office and point of sale applications (schoolhouse software preferred).

Other: Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment. Must possess a valid Food Safety Manager's Certification (such as ServSafe). Member of SNA and CSNA preferred.

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