

# **Child Nutrition Supervisor**

## **New Hanover County Schools**

### **Job Description**

**Class:** Administrative  
**Division:** Operations  
**Dept:** Child Nutrition

**TITLE:** Child Nutrition Supervisor

**QUALIFICATIONS:**

1. Bachelor's degree from accredited college or university in food management, business, or a related field; or combination of education and/or experience;
2. Two or more years' experience in the food service industry or a related field;
3. Hold and maintain a food protection manager certification from an accredited program.
4. Must hold and maintain a valid motor vehicle operator's license according to the State of NC requirements;

**REPORTS TO:** Director of Child Nutrition

**JOB GOAL:** To assist the Director of Child Nutrition in designated schools within New Hanover County School System and provides internal operations support by managing specialized functions within CN, including independent leadership to identify, coordinate, and execute program changes to improve the program.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Supervises Child Nutrition Programs in designated schools which includes food production and service, purchasing, storage, inventory of food, supplies, and equipment, facility management, sanitation and safety, nutrition education, and record keeping.
3. Assist in menu planning by communicating suggestions from the Child Nutrition staff, teachers, and the community; assist in evaluating and comparing products for recommended purchase.
4. Evaluates the effectiveness of child nutrition services school operations and initiates change to protect and maximize the utilization of resources (labor, food, materials, equipment), and compliance with local, state, and federal policies, procedures, and regulations (funding).
5. Provide on-the-job training in work scheduling, equipment uses and care, food preparation, nutrition, sanitation, storage, record-keeping, and procurement.
6. Implements processes to ensure wholesome food production and efficient workflow, and to achieve high quality customer service and program growth. Uses proper financial management tools to achieve goals for revenue production and expenditures for labor, food, supplies, transportation, and equipment.

7. Monitor working conditions in facilities and recommend labor staffing for increasing efficiency in designated schools. Performs responsibilities including interviewing and hiring/placement of CN employees and manager evaluations within designated schools.
8. Conducts and oversees completion of various school observation reports including the Child Nutrition Onsite Review form and annual NCDPI Onsite Review forms.
9. Assist the Director with preparations for yearly compliance review by regional consultants in designated schools.
10. Review cost and usage of materials, food, capital, fiscal policies, and procedures in the schools under his/her supervision. Provides support and follow-up with Child Nutrition managers on fiscal management, MPLH, state and federal guidelines, and program requirements.
11. Serve as the first point of contact for all computerized point of sale issues or concerns in designated schools; assist with resolving the issue or concern; or refer them to the proper agency for a solution.
12. Supports Child Nutrition's objective of maintaining a highly motivated staff by providing a productive and safe work environment. Communicates with others in an honest, fair, and timely manner using sound judgment.
13. Communicate with the Director continually about the findings, problems and successes observed in individual schools.
14. Completes at least 12 hours of annual education/training required by USDA. Training topics must be in USDA focused areas: nutrition, operations, administration, and communications/marketing.
15. Perform related duties and responsibilities as requested by the Director.

***The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.***

**Terms of Employment:** Twelve-month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA2

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Extensive knowledge of basic principles of nutrition, quantity food production, and food service equipment.
- Excellent customer service skills.
- Effective time management and organizational skills.
- Critical thinking and problem-solving skills.
- Ability to develop and maintain productive work relationships.
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to complete tasks independently.

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- Ability to design and deliver trainings and presentations to adults in both large and small group settings.
- Ability to assess program needs and develop short-term and long-term goals and plans.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.