

NUTRITION SERVICES

FIELD SUPERVISOR



Nutrition Services Department

Purpose:

The Nutrition Services Field Supervisor helps ensure the safety and quality of school meals by overseeing food service operations at multiple school sites and ensuring their compliance with food safety regulations and USDA child nutrition guidelines.

Reports to: Nutrition Services Administrator

Nature & Scope:

The Nutrition Services Field Supervisor works independently, performing work of a regular and recurring nature under general supervision. The nature of the work requires adherence to statutes, policies, procedures and regulations. The work requires regular independent judgment and the ability to independently prioritize and organize work. The incumbent primarily interfaces with Nutrition Services staff, school staff, students, and external vendors.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Oversees District food service operations at multiple school sites, including the preparation, cooking, serving and selling of school meals.
3. Conducts frequent site visits to monitor food service operations and ensure their compliance with local, state and federal food safety laws, regulations and other applicable codes and standards.
4. Supervises assigned staff, including developing staff training and coaching programs, initiating response plans for staff that fail to meet performance standards, conducting employee performance reviews, and establishing maximally efficient work schedules in coordination with departmental staff.
5. Ensures compliance with rules and regulations pertaining to various federal school meal programs, including the National School Lunch Program, Child and Adult Care Food Program (CACFP), and the School Breakfast Program. Responds effectively to any identified deficiencies.
6. CACFP related duties include: staff training, scheduling staff, site monitoring, document verification and review, menu development, and site communication. Approximately 5-10% of total yearly schedule is dedicated to CACFP related work.
7. Remains current on all federal, state, and local rules and regulations related to school nutrition programs and food service preparation, safety and sanitation.
8. In collaboration with other members of the Nutrition Services leadership team, develops departmental standard operating procedures and communicates them to relevant staff members.
9. Assists in developing action plans for increasing participation in various school meal programs and lowering food production costs at individual schools.
10. Recruits and hires staff for open positions.
11. Assumes leadership role in departmental functions, including staff training, equipment purchases, menu writing, maintenance, maintaining an adequate substitute pool, monitoring summer or supper programs and developing new recipes.

12. Assists administrators in developing and implementing departmental budgets, long-range planning and facilities planning.
13. Represents District and Nutrition Services Department at various committees and before special interest groups, citizen organizations and other public meetings.
14. Participates in professional meetings, seminars, workshops and web-based professional development trainings.
15. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
16. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess Bachelor's Degree in related field.
2. Must possess two years' experience supervising and planning for high-volume food production and food service operations.
3. In lieu of #1 and #2, must possess six years equivalent combination of education and experience necessary to perform the job functions.
4. Experience in customer service.
5. Must possess or be able to obtain a valid Oregon or Washington driver's license.
6. Must have access to reliable transportation.
7. Must possess current Washington County Food Handler's Card or ServSafe certification.
8. Must possess excellent written and oral communications skills.

Working Conditions:

The Nutrition Services Field Supervisor works both in an office environment as well as in school kitchens and cafeterias. The work environment will frequently include moderate noise and exposure to wet and dry conditions, fumes, cleaning solvents, vibration, significant temperature changes, hazardous chemicals and blood-borne pathogens. The incumbent must be able to stand, walk, drive, sit, push, pull, bend, stoop, kneel, reach, write, speak, and hear. Occasional lifting, carrying, pushing and pulling of up to 75 pounds may be required.

The work may be performed indoors or outdoors. Travel between various District sites is required, as is regular focus on a computer screen. Occasional attendance at meetings or activities outside of normal working hours is required, as are mandatory trainings and educational events sponsored by the District.

Work Year: 12-month

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: February 24, 2021

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.