

POSITION TITLE: Supervisor School Nutrition

QUALIFICATIONS: Bachelor's degree in foods/nutrition, institutional foods administration, or a related field. Must have specialized training in food services and a minimum of 10 years Multi Site supervisory experience in USDA K – 12 School and/or commercial food operations. Must have a thorough knowledge of the USDA National School Lunch and Breakfast Regulations; procedures, practices, operations and equipment of a School food service operation. Must be able to organize, supervise, train and evaluate assigned food service managers at the school sites. Must have a comprehensive knowledge of established commercial food services and the school food service manager's duties and responsibilities. Excellent communication, public relations, customer service, presentation and organizational skills are required. Demonstrated skills in food service program management, budget development, management and tracking of expenditures and effective cost containment/control methods. Specialized training in computerized food service operations, software support, interviewing and selection of food service personnel and is member SNA is preferred.

PERFORMANCE EXPECTATIONS: Supervises the food service operations in assigned schools and make periodic scheduled and unscheduled site visits. Develops and implements training programs for food service personnel and develops current nutrition educational materials for in-service classes to be conducted by school food service managers. Monitors food preparation quantities to assure compliance with federal regulations and established proper procedures. Plans cycle menus according to USDA guidelines, food preferences/availability and writes food specifications to ensure compliance with USDA guidelines. Approves daily requisitions for food purchases, work orders and small equipment to assure compliance with federal regulations. Identifies managerial and food preparation problems, develops solutions and monitors implementation to improve personnel efficiency. Monitors sanitation and all required accountability reports. Tests and standardizes recipes for cost control and quantity. Forecasts and monitors food usage and inventory to ensure utilization of items on a timely basis. Submits monthly and annual supervisor's reports for each assigned food service operation to assist in evaluation of food service managers. Serves as resource to school personnel and supervises school cafeterias in the absence of the assigned food service manager. Participates in and facilitates in-service training, as required. Facilitates manager committees to assure cohesive food service operations, maintenance and overall operation of MCS or other School Lunch POS/Production software at school sites. Ensures that proper procedures and operational guidelines for MCS are followed, gives software support and trouble shoots system at school locations. Performs other related duties as required.

GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK: Works typically in school cafeteria setting with kitchen, serving line, storage areas. Work requires stooping, standing, kneeling, reaching, walking, pushing, pulling, lifting, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data. Periodically lifting 50 pounds and frequent lifting of food containers weighing up to 20 pounds is required. Occasional exposure to damp floors, steam from equipment and potentially caustic cleaning materials is necessary.

REPORTS TO: Director of School Nutrition Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 121

LENGTH OF CONTRACT: 216 Days (11 months)

FLSA: Exempt