

TITLE: CHILD NUTRITION SERVICES SUPERVISOR

QUALIFICATIONS: Meet USDA's minimum education standard requirements for School Nutrition Program Directors through one of the following options:

1. Bachelor's degree, or equivalent educational experience, with academic major in specific areas;\*
2. Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;
3. Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience;
4. Associate's degree or equivalent educational experience, with academic major in specific areas,\* and at least 2 years of relevant school nutrition programs experience.

Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

REPORTS TO: Superintendent of Schools or his/her designee

SUPERVISES: Child nutrition services personnel

JOB GOAL: To provide all students with nutritious and appropriate meals in compliance with federal and state regulations

1. Meal prices will be established each year by the superintendent and food service supervisor, with the approval of the board of trustees.
2. School meal program services will correspond with the district calendar.
3. Child nutrition employees' hours, salaries or fringe benefits must receive superintendent's or his/her designee's approval prior to implementation.
4. Supervisor will recommend child nutrition services personnel to the district superintendent for employment. Supervisor will train, supervise, and evaluate all child nutrition services personnel, and makes recommendations on their employment, transfer, promotion, release and assignment. In order to maintain compliance with USDA regulations, all child nutrition personnel will meet professional development requirements.
5. Purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and district procurement procedures.
6. Supervisor will process all signed invoices for payment through the district office, using the appropriate fund account for all purchases. All deposits gathered from each school will be consolidated and deposited into the food service account. Monthly reporting of all funds deposited will be provided to the business department.

Adopted: 3/10/87

Revised: 4/8/96, 11/14/11, 2/14/22

Reviewed: 2021