

POSITION DESCRIPTION

TITLE: NUTRITION SERVICES SUPERVISOR

TYPE: Supervisor
Exempt

REPORTS TO: Director of Human Resources and Operations

POSITION SUMMARY:

The primary purpose of this position is to provide an efficient and effective nutrition services program throughout the district in compliance with federal and state laws and regulations. The focus is on quality, proper nutrition, cleanliness, and service in providing for student meals and food for other district and school events as requested.

MINIMUM QUALIFICATIONS:

1. Minimum age 18 years.
2. High School Diploma or equivalent.
3. Additional training in nutrition, hospitality services, or related field.
4. County Health Department Credential for "Person in Charge" of Oregon Food Code.
5. Background and Criminal History Clearance.
6. Three years experience in foodservice or related field.
7. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
8. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
9. Excellent organizational skills for effectively managing multiple tasks.
10. Ability to understand and follow oral and written instructions.
11. Extensive understanding of federal and Oregon School Nutrition Program rules, regulations, and procedures.
12. Understanding of proper nutritional and sanitary standards.
13. Understanding of applicable business management concepts and practices.
14. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Supervises menu development and preparation and serving of all meals and food products.
4. Orders food supplies, prepares bids for supplies, and directs distribution, including government surplus.
5. Develops, implements, and monitors policies and regulations concerning standards of health, safety, and sanitation.
6. Distributes menu and nutritional information to students, parents, and staff and generally promotes the nutrition services program.
7. Maintains records and prepares reports and applications as required by law and district, local, county, state, and federal agencies.

8. Recommends fees, develops department budget, and monitors and approves all expenditures.
9. Implements system for proper accounting and reimbursement for all meals served and services provided.
10. Makes long term plans and operates a program that balances revenue and expenditures, including labor, materials, and capital equipment.
11. Performs cost analysis and makes improvement in cost-effectiveness when feasible.
12. Observes operations and seeks consumer input to make program improvements when feasible.
13. Recruits, screens, interviews, and recommends hiring of all program personnel.
14. Supervises, directs, and evaluates all department personnel.
15. Provides orientation, training, and staff development activities for all personnel as needed.
16. Responds to questions and other information requests from parents, participants, public, staff, and administration.
17. Communicates with site administration and staff regarding program activities and issues.
18. Develops and submits reports as required by supervisor.
19. Follows all safety rules and takes all reasonable precautions to provide a safe and secure environment for all assigned staff and students.
20. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
21. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
22. Assists parents and community members as needed.
23. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
24. Complies with professional development activities as required by the District.
25. Actively seeks out and participates in professional development activities designed to improve professional competence.
26. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
27. Holds expectations for high performance of self and supervised staff.
28. Assesses results of performance for improvement on a regular basis.
29. Demonstrates computer literacy and operates software programs as related to job responsibilities.
30. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
31. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
32. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
33. Adheres to the same ethical standards as in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
34. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Evening and/or extended work hours or days are often required.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and/or Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 days (12 month), subject to change.
Salary and benefits and working conditions as determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date