

**ST. MARY PARISH PUBLIC SCHOOLS
SUPERVISOR OF CHILD NUTRITION PROGRAM JOB DESCRIPTION**

POSITION: Supervisor of Child Nutrition Program

REPORTS TO: Assistant Superintendent and Superintendent

SUPERVISES: Child Nutrition Program Managers and Technicians, Departmental Personnel

TERMS OF EMPLOYMENT: 12-Month

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS Valid Louisiana Teaching Certificate with five years of successful teaching experience in area of certification. Bachelor's degree with academic major in specific areas of concentration including food service management, food and nutrition, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field. A master's degree from a regionally accredited institution, including twelve semester hours of professional education at the graduate level.

EVALUATION: Evaluations in accordance with the St. Mary Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Develop, initiate, and interpret a nutrition education program for students, staff, parents and community.
2. Report on the status of parish programs and services at the request of the Board or Superintendent.
3. Maintain an awareness of local, state, and national child nutrition regulations including innovations in equipment and technology that will improve and upgrade the Child Nutrition Program.
4. Utilize the Child Nutrition Program as application of sound dietary practices and as a means for improving the health and nutrition of students.
5. Collaborate to recommend uniform personnel policies for Child Nutrition Program employees, basic job descriptions, salary schedule, employee benefits, and evaluation of personnel.
6. Plan timely and appropriate in-service training programs, personnel conferences, and regular staff meetings.
7. Cooperate with principals and school officials in the planning of meal schedules that address instructional intervals and facility limitations of a particular school.
8. Direct and/or supervise the planning of menus in compliance with meal requirements, portion control guidelines, and student acceptance.
9. Establish high standards for food preparation, cafeteria safety, and service.
10. Develop and administers accurate accounting procedures and financial records to manage income, labor, food supplies and other related costs.
11. Cooperate in planning designs and layouts of school food service facilities, including the selection of furnishings.
12. Assist in establishing and maintaining records necessary for adequate inventory control and maintenance of equipment and supplies.
13. Develop plans and trains personnel in proper use and care of equipment and supplies as well as the proper cleaning of the food service area.
14. Maintain high standards of sanitation and safety in all phases of the Child Nutrition Program.
15. Establish a positive rapport with students, teachers, school administrators, and the community.
16. Develop or assists in the development of printed matter and electronic aids including general materials for public information as well as manuals and instructional materials for Child Nutrition Program personnel.
17. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations.
18. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
19. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
20. Perform such other tasks and assumes additional responsibilities as the Superintendent and/or Director of Personnel/Administration may assign.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.

2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs, such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____

DATE _____