

**JEFFERSON COUNTY BOARD OF EDUCATION**

**Position Description**

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**POSITION TITLE:** School Nutrition Manager/Supervisor

**OFFICE/DIVISION:** Jefferson County Board of Education

**WORK LOCATION:** Central Office and Schools

**REPORTS TO (TITLE):** Assistant Superintendent of Support Services; Superintendent

**QUALIFICATIONS:** High School graduate, TID Training, Serv-Safe Certification and other training programs as required by the State DOE

**DATE PREPARED:** 07/2009

**APPROVED BY:** Comptroller

**ANALYST:**

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**FOR HR USE ONLY**

Salary Grade:

Classification:

**EXEMPT**

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**POSITION SUMMARY**

This is a professional, managerial position. The primary duties of this position require the exercise of discretion and independent judgment as it relates to the management and supervision of the Jefferson County School System's school nutrition operation in compliance with local, state, federal and USDA requirements.

The person in this position is responsible for establishing, interpreting and implementing standards and policies for the school nutrition program. She/he coordinates system-wide nutrition activities; makes supervisory visits to schools, provides appropriate follow-up to observations or requests noted during school visits; plans, provides and evaluates training programs for school nutrition personnel; and assesses training needs of personnel through observation and evaluation of the program. This person prepares and monitors the school nutrition budget in an effort to keep meal cost low. She/he is responsible for the timely and accurate reporting of information required by State and Federal agencies.

This person keeps the Assistant Superintendent and Superintendent fully informed of the developments in the area of responsibility and performs other tasks as may be assigned from time to time.