



Child Nutrition Supervisor

Purpose Statement

The Child Nutrition Supervisor supports food service activities by directing personnel, ensuring the preparation and transport of food items, maintaining sanitary conditions, and complying with health standards.

Supervisory Relationship

Reports to: Child Nutrition Program Director

Essential Functions

- **Menu Planning:** Assist in district menu planning to provide input and support for nutritional needs.
- **Scheduling:** Coordinate food service schedules for events such as catering and promotional activities.
- **Food Transport:** Direct the transport and delivery of hot and cold food items to ensure timely availability at various sites.
- **Food Preparation:** Estimate food preparation amounts, adjust or create recipes as needed to meet meal requirements and minimize waste.
- **Food Evaluation:** Evaluate prepared food for flavor, appearance, and temperature to ensure acceptance by students and staff.
- **Inspection:** Inspect food and supply deliveries to verify quantity, quality, and compliance with health standards.
- **Inventory Management:** Conduct regular inventories of food, condiments, supplies, and equipment to ensure availability for menu requirements.
- **Site Management:** Manage site operations to provide safe and efficient food services in compliance with nutritional and health standards.
- **Sanitation:** Monitor kitchen and cafeteria areas to ensure a safe and sanitary working environment.
- **Training and Meetings:** Participate in and conduct unit meetings, in-service training, and workshops to convey and gather necessary information.
- **Staff Coverage:** Perform functions of other nutritional services positions as needed to ensure adequate staff coverage.
- **Documentation:** Prepare documentation such as transportation logs, meal counts, reconciliation reports, and time sheets to provide written support and convey information.
- **Procurement:** Procure equipment and supplies to maintain adequate inventory for meal preparation.
- **Stock Management:** Stock food, condiments, and supplies to maintain adequate quantities and security.
- **Supervision:** Supervise food service workers and other personnel, including orientation, training, and evaluation, to maximize productivity and ensure compliance with health and safety standards.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adherence to safety practices.
- Planning and managing projects.
- Preparing and maintaining accurate records.
- Operating standard office and commercial kitchen equipment.
- Using pertinent software applications.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Safety practices and procedures.
- Food preparation, handling, and sanitation practices.

Abilities

- Schedule activities, meetings, and events effectively.
- Gather, collate, and classify data accurately.
- Work flexibly with diverse individuals.
- Analyze data and operate equipment using standardized methods.
- Adapt to changing work priorities and meet deadlines.
- Communicate effectively and work as part of a team.

Responsibility

Work under limited supervision following standardized practices and methods. Direct other personnel within a small work unit. Track budget expenditures. Utilize resources from other work units as needed. Continually impact the organization's services.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 30% sitting, 30% walking, and 40% standing. Exposure to temperature extremes and risk of injury or illness.

Experience

Job-related experience with increasing levels of responsibility required

Education

High school diploma or equivalent

Required Testing

Post Offer Physical Exam

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SO

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