Adams 12 Five Star Schools

Job Description

Prepared/Revised: **July 2026**

Job Title:	**Nutrition Supervisor**	Job Code:	**1161**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt – P**
Pay Program:	**Administrative**	Pay Range**:**	**L09**
Work Year:	**12 months**		

SUMMARY: Through routine visits and monitoring, ensure assigned locations are operating in compliance with established nutrition quality standards, state, federal and local guidelines. Supervise and coordinate nutrition staff, operations and activities in assigned locations. Provide effective district-wide implementation of district, state and federal Child Nutrition programs and related initiatives. Develop and promote positive community relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee the daily kitchen operations in assigned locations; train, guide, mentor, evaluate, hire and discipline staff. Assist as needed at each location. Attend site meetings, parent meetings and school functions as needed. Review, approve and verify reported time worked using district time and labor system. Amend staffing agreements to dictate allotted hours for employees. On call for situations which may need immediate attention.	D	35%
2. Implement, train and monitor uniform quality and safe food handling performance standards at each location. Analyze productivity practices to ensure efficiencies; audit nutrition services and snack programs to ensure compliance with state and district policies, practices and procedures; suggest and implement corrections as necessary.	D	25%
3. Effective implementation of current USDA Child Nutrition Programs, policies and practices, including, but not limited to, district wellness policy, Smart Snacks, Fresh Fruit and Vegetable Program and Smarter Lunchroom initiatives. Responsible for collection and maintenance of monitoring reports related to the wellness policy as required by CDE and USDA. Analyze data; assist in development and management of budgets and expenditures.	W	15%
4. Create and provide professional development trainings and technical support; develop and implement communications, marketing strategies and promotional items related to programs and initiatives. Create and deliver presentations to community, staff and students. Keep current on best practices by attending conferences, professional development courses, reading periodicals and trade publications.	W	10%
5. Responsible for developing, implementing, and monitoring specific departmental initiatives or product development. Collaborate with district stakeholders regarding such initiatives and development activities. Includes recipe development, testing and production, district wellness strategic plans and implementation. Duties as assigned by the Nutrition and BASE director.	M	10%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in nutrition, exercise science or related field, preferred.
- Minimum of one (1) year of related experience.
- Minimum of three (3) years supervisory experience of multiple employees.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Ability to travel among district facilities and into the community.
- Must obtain, and thereafter maintain, a food safety or food handler's certification within one year of entering position.
- Member of SNA, Colorado School Nutrition Association (CSNA) or related association preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Strong verbal and written communication skills.
- Proven leadership skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to be on call and/or respond to calls 24/7.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office suite, Google applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager, Nutrition Operations or Resource Manager, Nutrition and BASE	5028/3021

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Various kitchen managers	6-11	varies

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Ensure federal, state and district compliance with allocations and/or fund requirements.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	