

School Nutrition Supervisor

New Hanover County Schools

Job Description

Class: Administrative
Division: Operations
Dept: School Nutrition

TITLE: School Nutrition Supervisor

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in food service management, nutrition, business administration, public administration, education, or a related field; or an equivalent combination of education, training, and experience.
2. Two or more years of experience in school nutrition, food service management, school nutrition program operations, or a related field; supervisory experience preferred.
3. Working knowledge of federal, state, and local requirements governing school nutrition programs, including USDA meal pattern requirements, sanitation and food safety standards, procurement, recordkeeping, and fiscal accountability.
4. Hold and maintain a Certified Food Protection Manager certification from an accredited program or obtain certification within the required timeframe.
5. Hold and maintain a valid motor vehicle operator's license in accordance with State of North Carolina requirements and have a reliable vehicle.

REPORTS TO: Director of School Nutrition

JOB GOAL: To support the Director of School Nutrition by providing leadership, supervision, training, compliance monitoring, and operational support for assigned school nutrition programs. The School Nutrition Supervisor works collaboratively with school-based managers and staff to ensure efficient operations, fiscal accountability, regulatory compliance, safe food handling, high-quality meal service, and equitable access to nutritious meals for students across New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies, and procedures of New Hanover County Schools, as well as all applicable local, state, and federal regulations governing school nutrition programs.
2. Supervise school nutrition operations in assigned schools, including food production, meal service, purchasing, receiving, storage, inventory, equipment use, facility conditions, sanitation, safety, nutrition education, and required recordkeeping.
3. Provide leadership, coaching, and support to school nutrition managers and staff to promote consistency, accountability, positive customer service, and efficient daily operations.
4. Communicate regularly with the Director of School Nutrition regarding school-level findings, concerns, successes, staffing needs, compliance issues, and recommended program improvements.
5. Monitor meal service operations for compliance with USDA, NCDPI, local health department, and district requirements, including meal pattern requirements, production records, point-of-sale procedures, civil rights requirements, and food safety standards.
6. Conduct school site visits, operational assessments, corrective action follow-up, and annual NCDPI Onsite Reviews as required.
7. Assist with preparation for administrative reviews, audits, monitoring visits, and other compliance reviews by maintaining accurate documentation and supporting corrective action plans.
8. Review and analyze school-level financial and operational data, including participation, meals per

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labor hour, food cost, supply cost, labor utilization, inventory, and revenue, and recommend strategies to improve program performance.

9. Provide on-the-job training and professional development for managers and staff in areas such as work scheduling, food preparation, standardized recipes, equipment use and care, procurement, inventory, sanitation, safety, recordkeeping, customer service, and compliance procedures.
10. Assist with menu implementation, product testing, product evaluation, and communication of feedback from school nutrition staff, students, families, schools, and the community.
11. Support staffing processes for assigned schools, including interviewing, placement recommendations, onboarding support, coaching, documentation, and performance evaluation of school nutrition managers.
12. Monitor working conditions, equipment needs, facility concerns, staffing patterns, and operational challenges; communicate needs and recommendations to the Director of School Nutrition.
13. Serve as a first point of contact for computerized point-of-sale issues or concerns in assigned schools and coordinate appropriate follow-up with district staff, or other support agencies.
14. Promote a safe, respectful, professional, and productive work environment by communicating honestly, fairly, and in a timely manner while using sound judgment and maintaining confidentiality.
15. Complete required annual professional standards training in USDA-focused areas, including nutrition, operations, administration, communications, and marketing.
16. Perform other related duties and responsibilities as assigned by the Director of School Nutrition.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA2

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Thorough knowledge of school nutrition program operations, quantity food production, menu implementation, meal service, inventory control, sanitation, food safety, and food service equipment.
- Knowledge of USDA, NCDPI, local health department, and district requirements related to school nutrition programs.
- Ability to lead, coach, train, and evaluate school nutrition managers and staff in a professional and consistent manner.
- Strong organizational, time management, analytical, and problem-solving skills.
- Ability to analyze operational and financial data and recommend appropriate corrective actions or improvement strategies.
- Ability to communicate clearly and concisely, both orally and in writing, with staff, administrators, vendors, families, students, and community partners.
- Ability to build and maintain productive working relationships while supporting a positive, respectful, and customer-focused work environment.
- Functional knowledge of computers, point-of-sale systems, digital communication tools, and Microsoft Office applications.
- Ability to prepare and deliver training and presentations to adult learners in individual, small-group, and large-group settings.
- Ability to work independently, exercise sound judgment, maintain confidentiality, and manage multiple priorities in a fast-paced environment.
- Physical ability and dexterity to perform the duties and responsibilities of the job, including the ability to exert up to 20 pounds of force occasionally.

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