Columbia Public Schools
Excellence in Education for *All* Students
Job Description

POSITION PROPERTIES

Position Title: Nutrition Services Field Kitchen Supervisor
Schedule / Grade: Salaried Support / 3
Job Code: 98SUPVR795
FLSA: Exempt
Calendar: SEC10
Benefits: Eligible (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 10/06/2025

PURPOSE

The School Nutrition Field Supervisor is responsible for overseeing the daily operations of multiple school kitchens within the district. This position ensures that all assigned school cafeterias comply with federal, state, and local regulations as well as district policies related to school meals, food safety, and customer service. The Field Supervisor supports cafeteria managers and staff to ensure consistent, high-quality food service that meets nutritional standards and promotes student wellness.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Supervise, support, and evaluate cafeteria managers and staff across multiple school sites.
- Conduct regular site visits to monitor kitchen operations, food quality, meal presentation, and sanitation practices.
- Ensure compliance with USDA meal pattern requirements, food safety regulations (HACCP), and district procedures.
- Assist with training and development of kitchen staff, including onboarding, performance feedback, and ongoing education.
- Monitor labor schedules and productivity to ensure efficiency and cost-effectiveness at each site.
- Work with cafeteria managers to resolve staffing, equipment, inventory, and operational issues.
- Conduct audits of meal counts, production records, and inventory logs to ensure accuracy and accountability.
- Support menu implementation and solicit feedback on student preferences and meal participation.

- Coordinate with the central office and warehouse staff for timely delivery of food and supplies.
- Enforce compliance with health department standards and participate in inspections as needed.
- Collaborate with other supervisors and district leaders on department goals, projects, and special events.
- Recommend disciplinary actions, promotions, or commendations to the School Nutrition Director.
- Respond promptly to emergencies, complaints, or incidents at school sites.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org

REPORTING RELATIONSHIPS

Reports To: Director and Assistant Director of Nutrition Services

Supervises: Kitchen Managers, Administrative Assistants, Cook/Cashiers

QUALIFICATIONS

Minimum:
- High School Diploma or GED
- 3 years of experience in school nutrition, food service, or institutional kitchen management.
- ServSafe Certification (or equivalent) required or must be obtained within 3 months.
- Valid driver's license and reliable transportation required for site visits.

Preferred:

- Previous child nutrition experience.
- Bachelor's degree in human environmental science, nutrition, food service management, or related field preferred.
- 5+ years of experience in school nutrition, food service, or institutional kitchen management.
- Supervisory experience in a multi-site environment.

Ideal Candidate:

- Knowledge of USDA Child Nutrition Programs (NSLP, SBP, etc.)
- Strong understanding of HACCP and food safety principles.
- Ability to supervise, train, and motivate diverse teams across multiple locations.
- Strong communication, organizational, and conflict-resolution skills.
- Ability to analyze data and make decisions to improve operational performance.
- Basic proficiency in Microsoft Office, point-of-sale systems, and inventory management tools.
- Working knowledge of food allergies.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents such as instructions, policies, regulations, and procedure manuals; Write reports and correspondence; Answer telephone calls and direct callers to appropriate personnel; Demonstrate strong listening skills; Demonstrate strong written and oral communication skills; Keep information confidential when required by law, policy, or the nature of a situation. Read and comprehend simple instructions, short correspondence and memos written in English; Communicate one-on-one and in small groups; Maintain appropriate relationships with students and coworkers.

Computation: Ability to apply basic math concepts such as addition, subtraction, multiplication, and division. Must be able to perform calculations related to food measurements, production, inventory, and labor hours. Able to analyze and interpret data such as participation rates, meal counts, budgetary information, and cost-per-meal. Proficient in using computer software for data entry, scheduling, and reporting.

Reasoning: Ability to solve practical problems and deal with a variety of changing situations and priorities. Capable of interpreting a variety of instructions furnished in written, oral, diagram, or schedule form. Must be able to assess operational issues and implement logical, efficient solutions. Requires sound judgment in dealing with employee concerns, student needs, and food safety issues.

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; create, understand, and submit online reports; Learn new systems and software. Operate a computerized cash register and district/department specific software

and Microsoft products. Proficient in using computer software for data entry, scheduling, and reporting.

Other Abilities & Skills: Demonstrate interpersonal skills and ability to work closely with a variety of staff members; safeguard confidential information. Be a self-starter and work independently. The position requires normal visual acuity and field of vision, hearing, speaking, and tasting. Service and team-oriented and demonstrate a positive, enthusiastic, outgoing personality; Demonstrate excellent customer service skills.

Physical Demands: The individual in this position must be able to frequently walk short distances, standing for extended periods, and performing tasks that require bending or twisting the neck and torso. The role also involves continuous gripping, frequent reaching, stooping, kneeling, and crouching. The ability to lift between 20-40 pounds frequently, and occasionally up to 50 pounds, is required. Use close, distance, and peripheral vision. The individual must be able to adapt to various physical demands in the school environment, including working in both hot and cold temperatures. Reliable and regular transportation is essential for this role. Tactile ability to handle food products and kitchen tools or materials. Must be able to detect odors related to food spoilage, cleanliness, or gas leaks.

Attendance: Consistent and regular attendance is an essential duty of this position. May require morning and occasional evening hours

Conditions and Environment: The position requires working in an active, noisy school environment and in a standard office environment. Frequently travels between school sites throughout the district. While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit and between 15-32 degrees Fahrenheit. The work environment may be loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer