Job Descriptions
MOORE PUBLIC SCHOOLS

Job Title: Child Nutrition Area Supervisor/Specialist (Nutritionist)

Qualifications:

Credentials: Certificate, license, or other legal credentials required.

Education: Bachelor's Degree minimum, Master's Degree preferred in Nutrition. Prefer five years of increasingly responsible management in a food service setting. Child Nutrition experience preferred.

Training/Experience Required: Must demonstrate aptitude for performing tasks in large scale food preparation; must have experience in volume food preparation; and administering nutrition program.

Special Skills, Knowledge, Abilities:

Must be able to oversee work for all managers, train them in all equipment and operations. Must be able to prepare menus, manage meal preparation and serving for the schools. Ability to use computer and computer related programs and other technologies needed to perform essential job functions. Ability to apply knowledge of current research and theory. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to organize and chair or facilitate committees and meetings. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions form groups, staff, parents, and the general public.

Mathematical Skills: Performs computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals, and/or percentages. Must be able to adapt recipes to the number of portions to prepare. Ability to plan budgets and use the mathematical skills required to do so. Maintain accurate records and support documentation for projects under the supervision of the position.

Reading and Interpreting: Must be able to read and understand recipes, rules and regulations, etc.

Tools and Equipment Usage: Uses all food service tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by

on-the-job exposure or training. The most difficult equipment/operation includes steamers, slicers, mixers, dish machines, ovens.

Job Goal (Purpose of Position): To ensure that food of high nutritious quality is made available to each student in the district. Assist in the management, development and implementation of a high quality, efficient and financially sound child nutrition program for students and staff, and to provide on-site support and supervision at schools. This position's primary responsibilities are nutrition, menu planning, food and nutrition education, district meal software trainer/liaison and supervision of a vertical alignment of district kitchens and staff. In addition to duties associated with that of Supervisor, the Area Supervisor must oversee the reporting/record keeping functions at schools, review any stock/inventory replacement, and to oversee training of cooks, cashiers, and managers.

Contact with Others: An incumbent in this position has regular contact with members of own staff and with students. Effective interpersonal interaction and public communication skills are essential to work with staff and students.

Performance Expectations:
The incumbent will need to:
(A) Be customer focused to resolve problems effectively;
(B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances;
(C) Manage information and communications with staff and public effectively;
(D) Conduct short and long range planning to set and/or attain district goals and objectives;
(E) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems;
(F) Be a team player with co-workers, subordinates, and community leaders to accomplish district objectives or goals;
(G) Contribute to quality of district programs including extracurricular programs; be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. Oversees the development of uniform personnel policies for school child nutrition employees, basic job descriptions, salary schedules and benefits. Administers personnel policies.

2. Interviews and recommends placement of school child nutrition personnel. Establish work performance standards and plans work schedules. Evaluates school child nutrition personnel.

3. Plans in-service training programs, personnel conferences and regular staff meetings. Informs managers of changes in food products selected, new recipes and assists in other implemented by supervisory staff.

4. Handles all grievances and recommends solution for discipline in accordance with district policy and procedure.

5. Cooperates with principals and others to plan breakfast and lunch schedules to fit the requirements and facilities of each school.

6. Plans and prepares recommendations for district menus and meals on an annual basis including contributions to the development of the district's commodity forecast and annual food and supply bids.

7. Develops specifications and standards of quality for purchasing of food, supplies and small equipment.

8. Cooperates in the planning of child nutrition facilities including layouts and the selection of large and small equipment and furnishings, making use of established criteria.

9. Instructs personnel in use of care of equipment and supplies.

10. Maintains high standards of sanitation and safety in all phases of the school child nutrition program.

11. Supervise, monitor and evaluate assigned school kitchens and cafeteria managers in consultation with the site principal and Director of Child Nutrition in terms of performance, personnel and accountability. Including, but not limited to meal quality, kitchen efficiency, food orders, invoices, production records, participation, personnel issues and monitoring site food production records for strict adherence to U.S.D.A and O.S.D.E regulations.

12. Visits various school sites.

13. Performs other duties as may be assigned by the Superintendent or Designee.

Supervision Exercised: An incumbent supervises a large staff of employees.

Site: Child Nutrition Office/School Sites

Reports To: Superintendent or Designee

Physical/Mental Requirements and Working Conditions:
On occasion, may assist with food service duties. See those descriptions for working conditions.

Terms of Employment: Twelve month year.

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 06/26/1995 Revised 05/13/2024