



Title:	Nutrition Services Supervisor
Reports To:	Director of Nutrition Services
Department:	Nutrition
Status:	Exempt
Terms:	226 Days / 12 Months
Pay Grade:	AP 01

Primary Purpose:

The role of supervisor is to monitor the daily operations in purchasing, payroll, staffing, menu compliance, nutrition promotion, technology, meal participation and equipment for efficient use of the Federal Funds and compliance with the National School Lunch/Breakfast program for the Federal, State and Local Laws. Duties would include reviewing labor hours, food/equipment products, accident and injuries, Federal and State claims and serve as Summer Feeding Administrator. Other duties would include daily substitute placement, processing time cards, tracking mandatory employee training, equipment recommendations, reviewing weekly grocery orders, assist with menu creation, and scheduling participation in our monthly manager meeting.

Qualifications:

Education/Certification

Bachelor Degree in nutrition, food service management, business management or comparable work/education experience
Food Handlers Certification preferred

Special Knowledge/Skills

Knowledge of federal, state and local regulations and policies.
Knowledge of Point of Sale equipment and other computer skills
Ability to use skills in resolving conflicts when appropriate
Ability to communicate effectively with employees, parents and teachers at all levels
Ability to provide training to employees to improve their performances in the cafeteria
Strong organizational, public and interpersonal skills

Experience

Minimum three years in child nutrition operations or comparable work/education experience

Major Responsibilities and Duties:

1. Monitoring district participation in the National School Lunch/Breakfast Program and ensure that all cafeterias operate in compliance with the Federal, State and local laws. This includes regular monitoring of each cafeteria to ensure program compliance and performing the annual coordinated review effort required by TEA



2. Assist cafeteria managers with their campus budget, evaluating each cafeteria's production efficiency and recommending improvements.
3. Assist cafeteria managers in reviewing work schedules and adjusting them to meet production and service needs
4. Provide personnel management recommendations to the director and assisting managers and other staff in maintaining production records, invoices, personnel forms, time sheets and sanitation and safety reports.
5. Assists with the collection of information for the applications for the Child Nutrition Program, time cards completion for employees, work order input and reconciling invoices.
6. Conduct food service safety sanitation courses

Personnel Management

7. Coordinates the screening, interviewing and placement of substitute personnel as needed
8. Assist the Director with interviewing and selection of applicants for employment
9. Assist in solving conflicts in the cafeteria setting when appropriate
10. Assist staff in-service training
11. Coordinate and assist in a manager training program
12. Assist in substitute training and applications Coordinates with planning and implementation of the Summer Food Service Program (SFSP). Performs the duties of SFSP monitor

School Community Relations

13. Maintains an incentive and recognition program for employees. Plans annual recognition programs.
14. Coordinates and conducts the department Advisory Committee meetings
15. Assists in promoting and maintaining direct lines of communication and public relations within the school district and community at large
16. Assists in student taste testing of the new products and assist with student surveys as needed

Professional Growth Development

17. Maintain knowledge of current practices and trends relative to school child nutrition programs by



reading current literature, attending meetings, seminars, etc.

18. Perform additional school related assignments in a positive manner

19. Receive monthly nutrition materials

Policy, Report and Law

20. Ability in handling complaints from parents and teachers

21. Communicate standards and procedures to all Nutrition Service employees

22. Ability to relate guidelines on policies, procedures and laws of the NSLP

23. Follow up on corrections from Health Department inspections

24. Follow up reports on equipment and work orders

25. Ability to assist in all reports by cashiers and managers

26. Develop and maintain computerized files for equipment and inventory

27. Maintain computerized production record sheets according to TEA guidelines and distribute to each campus

Supervisory Responsibilities:

Directly supervise 5-6 managers, 5-6 campuses and indirectly supervises approximately 50 employees.

Mental Demands/Physical Demands/Environmental Factors:

Posture/Motion: While performing duties of this job, the employee is regularly required to talk or hear and taste and the employee is frequently required to stand, sit and use hands.

Lifting: The employee may regularly lift and/or move 10-35 pounds.

Environment: Level of noise is loud when equipment is operating and students are talking during visits. The employee is frequently exposed to wet and/or humid conditions and extreme heat while at various campuses. Atmosphere is quiet while doing office work.

Mental Demands: Specific vision, peripheral vision and depth perception are necessary jobs that require driving from campus to campus.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



Signature

Printed Name

Date