



Supervisor, Regional Compliance

Reports to:	Executive Director, School Nutrition Services	FLSA Status:	Exempt
Department:	School Nutrition Services	Structure/Grade:	Unified 122
Division:	Finance	Workdays:	246 Days
Retirement:	Teachers Retirement System		

Position Summary

Monitors/implements DeKalb County School District's (DCSD) policies and procedures and provides leadership regarding child nutrition, food quality, and food service.

Essential Job Duties

- Monitors and ensures compliance with federal, state, and local regulations, and provides school-level support training and supervision.
- Directs and monitors school-level food safety plan, sanitation program, and practices in compliance with federal and state regulations, in addition to the DeKalb Board of Health, incorporating principles of Hazard Analysis Critical Control Point (HACCP)
- Completes annual reviews on a timely basis and other monthly monitoring tools as assigned.
- Monitors compliance of assigned schools to include breakfast, lunch, after-school snacks, A La Carte sales, supper program, marketing, program accountability, equipment inventory, and use of technology. Provides a written summary to the school Principal and the School Nutrition Leadership
- Provides leadership to support the wellness policy and regulation.
- Complies with inventory guidelines to effectively manage inventory systems and school-level food ordering.
- Prepares a wide variety of documentation (e.g., cumulative meal counts, budget reports, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information to Principals, State/Federal entities, Community partners, and stakeholders.
- Ensures financial cost control compliance and managerial reporting of assigned schools.
- Provides onsite technical assistance and training for managers and foodservice assistants.
- Analyzes assigned food service operations and provides monthly reports on operational efficiency.
- Implements and maintains training, licensure, and professional development programs for regional schools.
- Implements school nutrition training materials and lesson plans for employee training to ensure completion of annual state training hours defined by Professional Standards
- Facilitates state training in-depth courses for managers and employees.
- Evaluates and reviews staffing allocations for assigned schools.
- Maintains professional and technical knowledge by use of technology, attending required educational workshops, and reviewing professional publications.
- Demonstrates effectiveness and professionalism in written and verbal communication.
- Performs other duties as assigned.



Qualifications

- Bachelor's Degree in Home Economics, Dietetics, Food and Nutrition or closely related area is required. Master's degree preferred. Registered Dietitian preferred or Registered Dietitian eligible.
- Minimum three (3) years of food service experience or closely related experience AND three (3) years supervisor/management experience required.
- Experience in management of child nutrition programs preferred.
- ServSafe Certification must be obtained within 90 days of employment and renewed every five years.

Knowledge, Skills, and Abilities

- Knowledge of principles of child nutrition and food service management; local, state and federal regulations, local and state health requirements and applicable school system policies; procedures attendant to the transport of food items; procedures relative to the management and implementation of meal preparation and distribution in alternate instructional settings such as summer school sessions and during after school activity sessions
- Skill in oral, written, and interpersonal communication; customer service; marketing, analytical thinking; and problem solving.
- Ability to monitor financial systems; develop specifications for food, food-related supplies, and food service equipment; use relevant computer applications; establish priorities; and simultaneously manage multiple tasks.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 10/7/2025