



Supervisor I, Manager Trainer

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

Position Summary

Maintains accountability for actions that impact multiple departments. Manages and directs the School Nutrition department, developing and implementing training programs to enhance performance and compliance. Provides administrative supervision and support to team members, participates in the development of policies and procedures, and oversees the department's budget management.

Essential Job Duties

- Provides technical expertise to the department, working on issues that require an in-depth knowledge of the functional area.
- Develops, implements, and evaluates essential nutrition education training programs for school nutrition staff, ensuring adherence to local, state, and federal regulations.
- Oversees food service operations within the district as a District Chef, providing instruction to the team as required.
- Trains and supervises food service assistants, managers, and assistant managers in all aspects of school nutrition program operations.
- Maintains system employee training records for all School Nutrition staff and assists in developing training curriculum with resources for system-wide training.
- Develops tests and analyzes recipes, monitoring adherence to dietary guidelines to enhance the school nutrition program's offerings.
- Provides assistance with budgeting, bookkeeping, and record maintenance tasks.
- Assists with promotional activities, including developing plans to promote increased participation in the school nutrition program.
- Performs additional duties as assigned.

Qualifications

- Bachelor's Degree in Home Economics, Dietetics, Food and Nutrition, Institutional Management, or a related field preferred with 6 years of related and/or supervisory experience.
- ServeSafe Certification must be obtained within 90 days of employment and renewed every five years



Knowledge, Skills, and Abilities

- Knowledge of the principles of child nutrition and foodservice management
- Knowledge of all relevant local, state, and federal regulations
- Knowledge of school policies and procedures pertaining to the transport of food items
- Understanding of marketing principles
- Ability to manage meal preparation and distribution in alternate instructional settings such as summer school sessions and during after-school activity sessions
- Ability to monitor financial systems
- Ability to develop specifications for food, food-related supplies, and food service equipment
- Ability to establish priorities and manage multiple tasks simultaneously
- Effective oral, written, and interpersonal communication skills
- Good computer skills, and the ability to use all relevant software
- Good analytical skills
- Ability to resolve problems that are not clearly defined
- Ability to use knowledge of the organization to develop innovative solutions to improve results or solve a problem
- Ability to build partnerships, appropriately influence, foster talent, and coach others
- Ability to interact with senior management in matters that affect the department
- Ability to plan, coordinate, and manage the work of others
- Good customer service skills

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.

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 and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 4/15/2026



Employee: _____ Date: _____

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