



SUPERVISOR, CHILD NUTRITION “MAINTENANCE”

QUALIFICATIONS

Bachelor of science degree from an accredited four-year college or university in home economics, food and nutrition, dietetics, or hotel and restaurant administration preferred.

Four years' experience as a home economics teacher, or in food service management, community nutrition or public health program or food service operation maintenance.

Ability to direct, organize and provide guidance to the department maintenance staff.

Must obtain and maintain valid State Department of Education (MDE) Office of Child Nutrition certifications, commensurate with supervisory level responsibilities.

REPORTS TO

Executive Director of Child Nutrition

SUPERVISES

Child Nutrition Maintenance Employees

JOB GOAL

To coordinate, repair and evaluate nutrition equipment in more than one school within the school district, coordinate and evaluate specialized programs such as nutritional aspects, facilities procurement, nutrition education and staff development. To provide each student with food of high nutritious quality in an atmosphere of cleanliness and personal caring by maintaining Child Nutrition equipment.

ESSENTIAL FUNCTIONS

Performs preventive maintenance on designated mechanical equipment.

Replaces filters on designated equipment.

Replaces belts, lubricates, and cleans designated equipment.

Maintains adequate record of work performed.

Inventories and tags designated mechanical equipment.

Exercises proper safety precautions during performance of daily job assignments.

Maintains tools, vehicles, and associated equipment in safe and secure operating condition.

Responds to calls after hours when needed.

Assists members of the department and members of other departments when needed.

Performs other related duties as requested or assigned.

- Plans and supervises the preparation and serving of menus at all schools.
- Assists managers with administering site budgets, supplies and equipment.
- Inspects school facilities and operations regularly to ensure that standards of cleanliness, health and safety are being maintained.
- Plans and implements staff development programs for Child Nutrition staff to keep them undated on regulations and procedural changes as they relate to the Child Nutrition area.
- Establishes procedures for orientation and follow-through with implementation.
- Interprets personnel policies and procedures to employees
- Evaluate new products, works with vendors on sampling new equipment and delivery of equipment and maintain up to date Child Nutrition bid specifications.
- Evaluates performance of Child Nutrition managers in use of equipment.
- Promotes membership in the district, state and national organizations.
- Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY INFORMATION

Classification:	Supervisor, Child Nutrition "Maintenance"
Scale:	Administrative Salary Scale
Grade:	E
Days Employed:	246 per school year
Range:	Salary begins at \$47,200.00 annually
Overtime:	Exempt

CODES

MS Personnel/Accreditation Data:	751031 (Assistant Director- Child Nutrition)
JPSD Job Position Title:	N2431