

**JOB DESCRIPTION
PITT COUNTY SCHOOLS**

- Position Title: School Nutrition Supervisor
- Reports to: School Nutrition Director
- Supervises: School Nutrition Managers & Employees
- Knowledge, Skills
Abilities Required: Knowledge of the basic principles of nutrition, quality food production, financial accounting, requirements of the USDA Child Nutrition Program, equipment use and care and management principles. Ability to implement the requirements of the USDA Child Nutrition Programs, to communicate well with others, and to schedule and describe work units.
- Education,
Training Required: Bachelor of Science Degree in related field and 2 years of food and management experience or Bachelor's degree in any academic Major with at least 5 years of management of school nutrition programs. Must be certified in Food Safety.
- Term of
Employment: Twelve months
- Responsibilities:
1. Supervise the School Nutrition Program in the assigned schools and file visitation reports upon completion of visit.
 2. Conduct nutrition education classes with teachers and students and work as a resource person for the classroom teacher.
 3. Work with parent, teacher, student committees in assigned schools.
 4. Purchase food, supplies, and small equipment for assigned schools.
 5. Check and review all reports and records for assigned schools.
 6. Review sanitation reports and conduct follow-up on assigned schools.
 7. Plan and organize all catered functions in assigned schools and as assigned by Director.
 8. Implement merchandising techniques in assigned schools.
 9. Conduct on-the-job training for managers in assigned schools.

10. Review and evaluate new products as Train new managers in assigned schools to be proficient in all areas of cafeteria managers. .
11. Train new managers in assigned schools to be proficient in all areas of cafeteria managers. .
12. Attend workshops to keep up-to-date with new programs and regulations.
13. Complete monthly report card for schools assigned.
14. Perform a random monthly check of the end of the month inventory completed by manager at schools assigned. Randomly choose product and school.
15. Complete on site reviews at assigned schools before February 1.
16. Responsible for SFSP and any other summer meal programs
16. Plans/prepares for all staff/group trainings that may include, but not limited to manager meetings, ServSafe, Smart Options(Nutrition Course), Assistant Manager trainings, and New Employee trainings
17. Perform other duties as assigned.