ST. VRAIN VALLEY SCHOOLS
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COODINATOR, NUTRITION SERVICES-FIELD

JOB DESCRIPTION

Job Title:	**Site Supervisor, Nutrition Services**	Salary Schedule:	**Professional-Technical**
Department:	**Nutrition Services**	Pay Range:	**2**
FLSA Status:	**Exempt**	Work Calendar:	**220 days**
Revised Date:	**April 2025**	Hours Per Day:	**8 hours**

SUMMARY:

The Nutrition Services Site Supervisor oversees personnel and manages school meal program operations within an assigned cluster of schools, ensuring compliance with federal, state, and district guidelines. This role supports site managers and central office staff to maintain high standards for food quality, service, and efficiency. Responsibilities include training staff on meal requirements and food safety, coordinating daily kitchen operations, and evaluating team effectiveness in meeting program goals. Site Supervisors foster positive relationships with students, staff, and the community while maintaining systems for quality food production and service. Each supervisor is also assigned special projects to support Nutrition Services Department operations. Strong leadership, operational expertise, and a commitment to nutritious, appealing meals are essential in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required and is not an exhaustive list of all duties required to carry out position responsibilities. Specific duties may vary depending upon location, or additional duties maybe assigned by the location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. Supervises daily operation of district kitchens and food service operations including supporting kitchen managers in the supervision of nutrition service workers.	Daily	40%
2. Conducting field supervision including the planning, assigning and directing of work.	Daily	15%
3. Conducts required on-site reviews for all Child Nutrition Programs and provides technical assistance to schools as needed.	Weekly	10%
4. Carrying out supervisory and operational responsibilities in accordance with the organization's policies and applicable laws.	Daily	5%
5. Addressing complaints and resolves problems, trains employees, appraises performance, and assists with hiring and disciplining.	Weekly	5%
6. Supporting Nutrition Services by assisting with training, answering questions and providing instruction in areas including but not limited to NSLP, SBP, ASP, FFVP, USDA regulations, food quality, merchandising, food safety, HACCP, equipment maintenance and computer systems.	Daily	5%
7. On call after hours to coordinate with the warehouse and/or fulfill staff relief.	Daily	3%
8. Coordinate and assist with in-service trainings and staff development activities to support personal and professional growth for all employees leading to continuous improvement within the Nutrition Services Department.	Annually	5%
9. Monitor and review kitchen site expenditures and productivity data.	Weekly	5%
10. Collaboration with technology department, maintenance department, vendors, warehouse, office staff, kitchen staff, students, parents and school principals.	Monthly	5%
11. Lead and support assigned Nutrition Services Department special projects	Annually	5%

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with subject matter expertise and a commitment to timely completion.		
12. Perform other duties as assigned.	ongoing	2%
	Total =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or equivalent (Degree can be substituted with 7 years Child Nutrition Program experience).
- Minimum of five (5) years of experience in child nutrition programs.
- Registered Dietitian Nutritionist (RDN), preferred.
- Supervision experience, preferred.
- Food service sanitation experience, preferred.

LICENSES / CERTIFICATIONS / REGISTRATIONS:

- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Knowledge of USDA Child Nutrition Programs such as School Breakfast and Lunch Programs preferred**.**
- Knowledge of kitchen operations, commercial food preparation and equipment preferred
- Financial knowledge dealing with budget requirements.
- Ability to supervise others.
- Strong communication and facilitation skills.
- Customer service and public relations skills.
- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to work with and relate to students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Knowledge of large volume food production processes, serving and sanitizing equipment, and basic kitchen utensils including knives, slicers, thermometers, and cleaning agents.
- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, etc.

REPORTING AND SUPERVISORY RELATIONSHIPS:

	Position Title
Reports to:	● Director, Nutrition Services

	Position Title	**# of employees**
Direct Reports:	● Kitchen Managers (at assigned sites)	varies

- Responsible for or assisting with interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Reviews site budgets to ensure Efficient and compliant practices.
- Manage monies to run a project or activity.

- Oversee management of petty cash (up to $100) funds in each of the assigned sites.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to fingers, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required

No special vision requirement	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very loud	

EMPLOYEE ACKNOWLEDGENT:

This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary depending upon location, or additional duties may be assigned by the location. I have read the above job description, and I am physically capable of performing all the essential functions (duties and responsibilities) of this position.

Employee Signature _____ Date _____