

USD 416 Job Description

Supervisor of School Nutrition

TITLE: Supervisor of School Nutrition

PURPOSE AND OBJECTIVES OF THE POSITION: The supervisor of school nutrition supervises and coordinates the district student nutrition program to insure proper nutrition and safeguard the health of students, staff, and visitors. To accomplish these tasks the school nutrition coordinator must work closely with the staff and administration of the district.

RESPONSIBLE TO: Superintendent

PAYMENT RATE: Salary and benefits to be established by the Board of Education

ESSENTIAL JOB FUNCTIONS:

1. Supervise and coordinate district student nutrition program to insure proper nutrition and safeguard the health of students, staff, and visitors.
2. Insure all activities confirm to district, state, and federal guidelines.
3. Communicate effectively with members of the school district and community.
4. Facilitate and respond to change productively.
5. Responsible for financial accounting and reporting services to insure efficient operation of the student nutrition program (with assistance from district secretary).
6. Coordinates menus for school breakfast and lunch.
7. Insure proper preparation and serving of meals at all schools.
8. Oversee the planning and preparation of special meals required for district-sponsored events.
9. Gathers and maintains an updated inventory of all food, supplies, and equipment.
10. Provide bid specifications and orders supplies needed for the student nutrition department.
11. Review and evaluate all requests and recommendations for the purchase of new and replacement equipment.

12. Provide on-site supervision leadership as necessary to insure high standards of health and safety are maintained, and observing possible improvements in operations.
13. Screen, interview, and recommend the appointment of all student nutrition personnel.
14. Work with the district office to develop and maintain the student nutrition budget.
15. Responsible for applications, requests, and procedures under all state and federal programs in which this district participates (Free-Reduced Meal Program) with assistance from district secretary.
16. Evaluate and develop kitchen managers and other student nutrition personnel.
17. Ability to insure all activities conform to district guidelines and work to implement the vision and mission of the District.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school diploma or equivalent.
2. Minimum of two years post secondary education and/or 5 years of school nutrition experience.
3. Proven leadership in operational management.
4. Health and Inoculation Certificate on file in the central office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations and sanitation.
5. Completion of clear criminal background check.
6. Must execute all required state and federal employment documents.
7. Current on Certification with the Student Nutrition Association or willing to obtain. Other examples - Successful completion of the State food service courses, including baking, main dish, sanitation and management.
8. Other state certifications as required.
9. Practical knowledge of computers (for such items as reports, recipes, menus, as needed).
10. Desire to continue career improvement by enhancing skills and job performance.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): school kitchen

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects up to 50 lbs.
3. Requires stooping, bending, and reaching.
4. Must work in noisy and crowded environments.
5. Must work in and around fumes and odors.

| Physical Requirements | Rarely (0-12%) | Occasionally (12-33%) | Frequently (34-66%) | Regularly (67-100%) |
|--|---------------------------|----------------------------------|--------------------------------|--------------------------------|
| Seeing: Must be able to read recipes, measurements, etc. | | | | X |
| Hearing: Must be able to hear well enough to communicate with co-workers | | | | X |
| Standing/Walking: | | | | X |
| Climbing/Stooping/Kneeling | | | X | |
| Lifting/Pulling/Pushing | | | | X |
| Fingering/Grasping/Feeling: Must be able to work with kitchen equipment (i.e., knives) | | | | X |

EQUIPMENT (Machines, devices, tools, etc. used in job performance):

Computers, adding machines, ovens, slicers, steamers, mixers, hot cabinets, proofing cabinet, etc.

CRITICAL SKILLS/EXPERTISE (Needed for this job specifically):

1. Develop efficient systems of food procurement, storage, preparation, service, and distribution.
2. Insure high standards of health and safety in all student nutrition facilities.
3. Establish and maintain programs that educate students about proper nutrition, and act as a nutrition consultant for staff, parents, and community groups.
4. Monitor time records of student nutrition personnel and certify time cards for payroll. Coordinate with head cooks on personnel scheduling and keeping daily work schedules.
5. Assist in the development of the student nutrition budget.
6. Ability to participate in implementing cost-containment measures while maintaining quality.

7. Provides guidance and support to orders and maintenance of adequate supplies of equipment, food, and commodities.
8. Aware of daily record of meals served and money received (which is handled by district secretary).
9. Submit invoices, deposit slips, and budget reports to the clerk of the board.
10. Prepare specifications and conditions for competitive bids, and recommend bid awards to the Board of Education.
11. Supervise the preparation of and signs off as needed on all required government reports. Clerical support provided by district secretary.
12. Assist in design and development of new and renovated facilities.
13. Establish guidelines and accountability measures to insure all district policies are observed at all times.
14. Keep abreast of new information, innovative ideas and techniques.
15. Ability to respond to information requests in a cooperative, courteous, and timely manner.
16. Adhere to all district, state, and federal health and safety policies, including all precautions of the Bloodborne Pathogens Control Plan.
17. Other duties as assigned by the superintendent or designee.

TERMS OF EMPLOYMENT: At will.

EVALUATION: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.