

Child Nutrition - Area Supervisor

Purpose Statement

The job of Child Nutrition - Area Supervisor is done for the purpose/s of overseeing food services operations at multiple sites including: training site managers; monitoring daily operations; ensuring nutrition and health and safety services are met; preparing a variety of administrative reports; and serves as substitute for managers and workers as required to maintain service operations.

This job reports to the Child Nutrition - Supervisor

Essential Functions

- Manages assigned multiple site operations (e.g. daily costs accounts and expenditures, verifying accuracy of reports, supports managers, etc.) for the purpose of providing efficient food services at the assigned sites in compliance with established nutritional and health requirements.
- Monitors assigned site equipment, storage, inventories, food preparation and serving areas on a routine basis for the purpose of ensuring operations are in compliance with all health and safety standards and regulations.
- Oversees schedules and assignments for cafeteria employees (e.g. substitute requirements, student helpers, etc.) for the purpose of ensuring adequate coverage, opening and closing of schools and maintaining daily operations.
- Participates in unit meetings, in-service trainings, workshops, etc. as required (e.g. plans and organizes workshops, seminars on food preparation and the use of new equipment, state supervisory meetings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as needed (e.g. coverage for sites, transportation, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g. federal accountability reviews, etc.) for the purpose of providing written support and/or conveying information as required.
- Trains new managers and other personnel for the purpose of disseminating information on new regulations, lunch room procedures, use and care of equipment, and food preparation methods.
- Transports various equipment and supplies required for site operations for the purpose of ensuring that items are at specified locations in order to meet immediate operational needs.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in

quantity food preparation; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; setting priorities; and working independently.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: quantity cooking; and health standards and hazards; safety practices; and personnel policies and practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds; providing leadership and team building; providing direction; adapting to changing work priorities; working within time constraints; and working as part of a team. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Food Handlers Permit

Food Handlers/SafeServ Certificate

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Meets Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Range
8