

Child Nutrition - Supervisor

Purpose Statement

The job of Child Nutrition - 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 Coordinator

Essential Functions

- Coordinates and assists with computer hardware upgrades, change outs, and software upgrades in conjunction with Technical Services for the purpose of ensuring food services operations are maintained in an effective and efficient manner.
- Creates schedules and assignments for cafeteria employees (e.g. substitute requirements, student helpers, etc.) for the purpose of ensuring adequate coverage in order to open and close of schools and maintain daily food services operations.
- Develops menus for the purpose of meeting students' mandated daily nutritional requirements.
- Manages assigned multiple site operations (e.g. supervise personnel, create menus, 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.
- Participates in unit meetings, in-service training/Æs, 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 a variety of personnel functions (e.g. interviewing, staffing, hiring, evaluating, discipline, promotion and transfer of personnel, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services.
- 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. yearly work and hours rosters, federal accountability reviews, verifications of free and reduced lunches, etc.) for the purpose of providing written support and/or conveying information as required.
- Serves as on-call support for a variety of department support functions (e.g. computer assistance, substituting for absent employees, general problem solving, etc.) for the purpose of ensuring that department functions proceed in a timely and efficient manner.

- Serves as liaison between managers and other site staff (e.g. principals, teachers, etc.) for the purpose of providing guidance, information and/or direction regarding food services operations and maintaining good relationships.
- Supervises Area Supervisor and the Free and Reduced Secretary for the purpose of providing guidance and ensuring that assigned department functions are achieved.
- Trains new managers and other personnel for the purpose of dissemination 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.
- Verifies free and reduced lunch applications for the purpose of complying with established state and federal policies and procedures.

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 a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze 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; directing other persons within a department, large work unit, and/or across several small work units; 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 significantly 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 55% sitting, 25% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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

ServSafe Certificate

Continuing Educ./Training

Meets Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range

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