

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Child Nutrition Supervisor

JOB SUMMARY: Directs the district's child nutrition program in conformance with local, state and federal regulations and requirements, including public health and safety.

REPORTS TO: Director of Finance and Operations

LOCATION: School Kitchens

MAJOR JOB DUTIES:

- Maintains a financially sound Child Nutrition program.
- Plans menus that conform to Federal and State regulations and providing nutritional and appetizing food. Oversee publication and distribution of menus.
- Facilitates departmental improvements through the creation of a positive work environment, analyzing program needs, and development of program goals and action plans.
- Assesses needs and develops specifications for competitive bids and requisitioning for all foods, commodities, supplies, and equipment.
- Determines staffing levels, hiring and supervision of employees, administering personnel policies, payroll preparation, employee contract management, and employee evaluations (including substitutes).
- Prepares program reports, oversees monthly MDE Claim, renewal of the Annual Child Nutrition Application Program, compile and submit the School Meals Program Year End Report, conducts site reviews, and applies for appropriate grants.
- Provides regular training sessions for all food service employees in the area of food production, sanitation, point of sale software, USDA program regulations, etc.
- Prepares and administer the food service department budget, and evaluation of food service programs, supplies and equipment.
- Represents the District on appropriate committees and organizations.
- Monitors food production and service to assure that planned menus are followed and that substitutions comply with meal requirements.
- Maintains full production records on all meals.
- Oversees the processing and approval of all applications for free and reduced lunches, and keeps accurate records for state audits and complete verification yearly.
- Maintains an accurate inventory of all food, supplies and equipment.
- Assures implementation of sanitation and safety procedures and compliance with HACCP Plan in all phases of the food service operation.
- Develops procedures for properly receiving, storing, and distributing food and supplies.

- Establishes standards for food preparation and service, including food quality, standardized recipes and portion size, with emphasis on appeal, maximum nutritive value and flavor, efficient preparation, and service and sanitary conditions.
- Develops and administers accurate accounting procedures and records for proper control and management of money, food, labor, supplies, and other costs in conjunction with the district business office.
- Recommends prices charged for various lunch and breakfast programs, including milk and a la carte items.
- Works with parents of children with special dietary needs to provide nutrition information or appropriate substitutions.
- Compiles and submits all information to the State for the School Meals Nutrition Review as required.
- Keeps abreast of and shares changes and developments in USDA Regulations with District administrators and/or Child Nutrition employees.
- Assists with audits of cafeteria accounts in conjunction with the district business office.
- Acts as a resource to District-wide nutritional awareness program through administration and teaching staff.
- Provides community food service outreach through specialized food preparation for meetings, banquets, catering district sponsored events, etc.
- Develops customer service surveys, and adjusts programming to meet clients' needs.
- Oversees the timely payment of all vendor invoices, journal entries, and bank reconciliations.
- Attends appropriate meetings and in-services to stay updated, efficient, productive and client-oriented.
- Other duties as assigned.

Qualifications including Education/Skills/Training Required:

- Certified Dietary Manager, or similar degree in business management, food service management, nutrition or related field.
- Three to five years experience in K-12 food service environment preferred.
- Knowledge of food service practices and procedures.
- Knowledge of written communication formats and business English.
- Skill in operating personal computer.
- Ability to maintain confidentiality of classified information.
- Ability to communicate with employees and other business contacts in a courteous and professional manner.
- Ability to hear and speak well enough to converse over the telephone in a professional manner.
- Ability to see well enough to use computer efficiently and read computer reports and correspondence.

Physical Demands of the Position:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds (up to 20 pounds on a frequent basis). Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to risk of electrical shock, work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, or outdoor weather conditions. The noise level in the work environment is usually moderate, but may occasionally be loud.

Bargaining Unit: Individual Contract

Approved by Foley School Board on 5/27/03, revised 12/17/07, revised 12/19/16