

## **TITLE: Food & Nutrition Supervisor**

### **QUALIFICATIONS:**

1. Bachelor of Science Degree in Business, Management, accounting preferred Five (5) years of verified full-time secretarial experience; five (5) years of experience in school food service fiscal procedures, procurement and point of sale software.
2. Ability to communicate effectively in written and oral form.
3. Ability to perform the functions of the position.
4. Ability to facilitate meetings and manage time effectively.
5. Certification through American School Food Service Association and ServSafe Certification through the National Restaurant Association or be willing to obtain certification.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of State Board of Education regulations, state statutes, federal laws, USDA regulations as they relate to food service, purchasing, records retention, nutrition, financial planning, warehousing and distribution. Ability to plan and manage a variety of functions. Skills in written and oral communication. Ability to manage the district's food service and distribution needs. Computer proficiency and knowledge of accounting and software used in financial and food service management.

**REPORTS TO:** Chief Financial Officer/Chief Human Capital Officer

**SUPERVISES:** Assigned Food Service Personnel

**JOB GOAL:** To provide assistance to (1) the Chief Human Capital Officer with the delivery of an excellent nutritious food service program for students in participating schools, provide leadership in implementing nutrition education programs and to meet all federal, state and District standards and (2) the Chief Financial Officer in maintaining the District's finance system

### **ESSENTIAL FUNCTIONS:**

1. To assist the Chief Financial Officer/Chief Human Capital Officer with departmental duties involved in the planning, organizing, coordinating, directing and evaluating all phases of food service operations in the school system
2. To assist the Chief Human Capital Officer in developing policy and procedures pertaining to school food service.
3. To provide quality assurance and control to assigned school sites by monitoring food items for taste, appearance and quality guidelines.
4. To assist school administrators and the food service director, school administrators and school food service managers regarding free and reduced price meal applications, meal collection procedures, and adherence to USDA policies and procedures.
5. To assist and monitor managers' preparation of all assigned school center reports, central menu compliance, buying procedures, recordkeeping and production reports.
6. To perform assigned school site reviews to evaluate school programs to determine efficiency of operation, accountability, financial status, and adherence to policies, procedures and regulations; as required by U.S.D.A.
7. To assist in the planning, development and tracking of in-service activities and training courses for school food service personnel.

8. To assist with the planning and nutritional analysis of menus; modification of recipes and the evaluation of food items to ensure compliance with dietary standards.
9. To provide nutrition education activities for school sites upon request.
10. To assist in conducting orientation programs for new and substitute employees.
11. To provide Nutrition and Marketing resources to managers, students, principals, PTOs and community groups.
12. To perform assigned tasks in a timely and efficient manner.
13. To perform assigned tasks with a high standard of quality.
14. Enter data into finance system to maintain financial records.
15. Process checks for accounts payable invoices generated from monthly payroll runs.
16. Prepare, process, and record all bank deposits for District-level accounts.
17. Assist Chief Financial Officer as an administrator of the District's procurement card system.
18. Issue cash receipts for monies received at the District Office.

**OTHER RESPONSIBILITIES:**

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent and/or-Chief Financial Officer

**PHYSICAL REQUIREMENTS:**

Position requires light work exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve-month year.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of administrative personnel.

**SALARY ITEM NUMBER:** #40 – Level VI

Adopted: 05/2014, 9/2020