

**Position:**

School Nutrition Training Supervisor, 10 or 11 Month Position

**Reports To:**

School Nutrition Director

**Salary:**

State Salary Schedule

**Education and Training:**

- Bachelor's Degree with academics major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education culinary arts, business or a related field and at least five years of related experience. Work experience may be taken into consideration in lieu of education.
- Prefer 3 or more years of experience in School Nutrition, food management or a related field.
- Must have or be able to obtain ServSafe or NC Safe Plate Certification within 30 days of hire.

**Overview:**

- The School Nutrition Training Supervisor is responsible for developing, coordinating, and implementing training programs across all school sites to ensure consistent, high-quality performance in the school nutrition program. This role focuses on training staff in food preparation, safety, sanitation, compliance, and customer service while fostering professional growth and improving overall program efficiency.

**Responsibilities:**

- Design and implement comprehensive training programs for school nutrition staff, including new employee orientation, ongoing professional development, and compliance updates.
- Develop training materials, handbooks, and standard operating procedures (SOPs) to ensure consistency across all school sites.
- Stay updated on USDA regulations, state guidelines, and industry best practices to incorporate into training content.
- Conduct in-person and virtual training sessions for nutrition staff, including managers, cooks, and servers.
- Train staff on meal preparation techniques, portion control, menu planning, and proper use of kitchen equipment.
- Provide coaching and hands-on training during on-site visits to improve skills and ensure compliance with program standards.
- Foster a culture of continuous learning and professional growth.
- Support kitchen staff during peak periods, staff shortages, or emergencies to maintain efficient operations.
- Provide technical assistance to managers and staff on resolving challenges in food production, service, and compliance.
- Collaborate with site managers and supervisors to identify training needs and tailor programs to address specific challenges.
- Train staff on providing excellent customer service to students, staff, and parents.
- Communicate effectively with site managers, school administrators, and district leadership to coordinate training schedules and address program needs.
- Assure compliance of Federal, State, and Local guidelines and regulations governing school nutrition programs.
- Conduct annual manager evaluations on select sites.



- Monitor records of each school's planning and production record, account of meals served, free and reduced price meal applications, and pre-paid money balance; perform annual claim audit for each school; review other relevant records and reports.
- Consult with cafeteria managers on organization of and staffing issues (e.g., job rotation, hours.)
- Responsible for ensuring that each work site utilizes work schedules accordingly. Ensure that staff expectations, assignments, and work schedules are communicated to staff.
- Assign duties to managers. Monitor managers to ensure completion of all duties through various records and reports.
- Ensure adherence to all policies and procedures for compliance with health, nutrition, and safety standards according to Federal, State, and Local regulations.
- Conduct on-site visits at assigned school cafeterias.
- Conduct performance evaluations with employees to discuss performance problems or personal difficulties. Advise managers of alternative approaches when counseling and managing assistants.

#### **Applicant Instructions:**

Applications may be completed by visiting the website at [www.harnett.k12.nc.us](http://www.harnett.k12.nc.us). All applicants, including current employees, should complete the following:

- An online Applitrack application (this is the only type of online application being accepted).
- Upload a current resume.