

**Supervisor Child Nutrition
New Hanover County Schools**

Job Description

Class: Administrative
Division: Child Nutrition

TITLE: Supervisor

QUALIFICATIONS:

1. Associate Degree in Child Nutrition or related field; Bachelor's degree in nutrition or a related field preferred.
2. Two or more years of experience in the food service industry or a related field and must hold ServSafe certification or equivalent.
3. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Director of Child Nutrition

JOB GOAL: To assist the Director of Child Nutrition in carrying out the policies and philosophies of the Child Nutrition Program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Know, understand and implement the requirements of the Child Nutrition Program.
3. Assist in menu planning by communicating suggestions from the Child Nutrition staff, teachers, and the community; assist in evaluating and comparing products for recommended purchase.
4. Assist managers in preparing requisitions, correct food storage procedures, and controlling inventories; plan for and coordinate bids for all commercially processed food and supplies as well as all USDA processing contracts and orders.
5. Survey kitchen equipment performance and arrangement in designated schools; recommend repair, rearrangement, or replacement of equipment for increased efficiency in designated schools.
6. Provide on the job training in work scheduling, equipment use and care, food preparation, nutrition, sanitation, storage, record-keeping and procurement.
7. Provide direct supervision to cafeteria managers in the designated schools; responsible for the performance evaluations of all managers in designated schools; assist in conducting manager's workshops and monthly staff meetings.

8. Monitor working conditions in facilities and recommend labor staffing for increasing efficiency in designated schools.
9. Conduct cluster meetings with assigned managers bi-monthly during the school year.
10. Evaluate designated schools three times a year using the Child Nutrition Observation Form, and annually according to Accuclaim procedures.
11. Assist the Director with preparations for yearly compliance review by regional consultant in assigned schools.
12. Review cost and usage of materials, food, capital, fiscal policies and procedures in the schools under his/her supervision.
13. Serve as the first point of contact for all computerized point of sale problems in designated cafeterias; ascertain problems and either corrects them or refers them to the proper agency for a solution.
14. Review individual cafeterias to assure that high standards of sanitation and safety are being maintained.
15. Participate as part of team to implement successful merchandising programs in the schools. Participate in training programs.
16. Communicate with the Director on a continual basis the findings, problems and successes observed in individual schools.
17. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA2

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate considerable knowledge of food preparation and serving practices.
- Ability to develop and maintain productive work relationships.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software and Google Suite programs.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.