

<b>SUPERVISOR, CHILD NUTRITION</b>
<p><b>REPORTS TO:</b> Director, Food and Nutrition</p>
<p><b>SUPERVISES:</b> Professional/Technical/Supervisory Staff Support Staff</p>
<p><b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Food and Nutrition, Hospitality Management, Business Management, or a related area. Five (5) years of professional related experience to include two (2) years' experience in supervising food and nutrition personnel. Demonstrated experience and knowledge of operational and financial reporting.</p>
<p><b>PREFERRED:</b> Master's degree from an accredited college or university in Administration, Business Management, Nutrition and/or Institutional Food Management. Five (5) years' experience in management and supervision, preferably relating to quantity food preparation and service.</p>
<b>MAJOR FUNCTION</b>
<p>The Supervisor, Child Nutrition, oversees the planning, budgeting, and procurement of menus and standardized recipes for school lunches and adult cafés. Aligned with the district's strategic plan and under the direction of the Director, Food and Nutrition, the Supervisor ensures the coordination, implementation, and monitoring of the National School Lunch Program (NSLP) to meet or exceed federal and state requirements.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• In conjunction with the Director, Food and Nutrition, plans, coordinates, monitors, and evaluates the school food and nutrition program to ensure compliance with all federal and state requirements.</li> <li>• Manages food and nutrition programs within the district, including summer food service, non-school day service, and adult cafeterias.</li> <li>• Oversees the development of menus, standardized recipes for site-based and centralized production of meals that meet or exceed federal and state requirements.</li> <li>• Collaborates with district and school-based staff to develop program goals, action plans, and budgets that align with identified needs and strategic priorities.</li> <li>• Remains current on laws and requirements regarding school food and nutrition and supports the Director in developing and implementing policy and procedures.</li> <li>• Participates in professional development and training to remain current on all U.S. Department of Agriculture (USDA) requirements.</li> <li>• Continually monitors program revenue and expenditures to inform departmental procedures and guide ongoing staff training based on progress and goals.</li> <li>• Utilizes data to monitor progress toward identified district and school outcome goals.</li> <li>• Coordinates with district staff in support of program implementation and compliance.</li> <li>• Prepares state and district reports related to assigned areas of responsibility.</li> <li>• Works collaboratively with staff across the district to ensure alignment of services and processes.</li> <li>• Represents the district at local, state, or national functions related to school food and nutrition, as designated by the Director, Food and Nutrition.</li> <li>• Supervises, hires, and provides developmental support and evaluations for assigned staff.</li> <li>• Performs other related duties as assigned.</li> </ul>

**SUPERVISOR, CHILD NUTRITION**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 05/13/25 MV; BOARD APPROVED: 05/13/25

**SUPERVISOR, CHILD NUTRITION**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Supervisor, Child Nutrition - PTS