

School Administration**Supportive Administrative and Supervisory Personnel****Supervisor of Nutrition Services – Job Description****Qualifications:**

1. Must have at least five years of nutrition services work experience with at least two years of that experience in a supervisory capacity.
2. Prior experience in charge of menu and nutrition planning, food purchasing, and preparation and serving of foods in a food services situation, at least one year of which shall have been with a school district.
3. Licensure or accreditation approved by the American Restaurant Association or the School Nutrition Association,
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports to: Director of Business Services

Supervises: All School District Nutrition Services Personnel

Job Goal: To provide each school-age child with food options of high nutritious quality subject to the District's Nutritional Board Policy.

Position Description: Plans, organizes, directs, administrates, and assumes the responsibilities of the nutrition services program in a school system according to the policies approved by the Board of Education. Serves as the consultant on matters pertaining to nutrition and food safety parameters.

Job Responsibilities:

1. Interviews, screens, and recommends appointment of all nutrition services personnel.
2. Administers and supervises personnel policies, including job duties, building assignment, levels of cleanliness, health and safety and discipline procedures. Also responsible for maintaining kitchen cleanliness and safety/health parameters for personnel.
3. Administers personnel policies and evaluates all nutrition services personnel.
4. Plans and supervises the preparation and serving of menus at all schools and special events.
5. Cooperates and assists with the nutrition services instructional program and other appropriate units of instruction, related to nutrition and/or food management.

6. Establishes effective working relationships as a member of the administrative team among all departments within the school district.
7. Actively seeks and surveys the advice and involvement of parents, staff, and students in the planning and evaluation of menus.
8. Plans and implements a program for continuous professional growth and self-development of nutrition services personnel.
9. Directs program activities in compliance with federal/state/local government regulations.
10. Supervises and assists in the maintenance of all records and completion of all forms and reports as required or requested by federal government, the Department of Public Instruction and the Board of Education.
11. Consults, as needed, with the Supervisor of Buildings and Grounds on plans and specifications for new or renovated food preparation centers.
12. Prepares and administers the department budget. Meets regularly with the Director of Business Services to update budget compliance.
13. Purchases and maintains an inventory of all foods, supplies, and nutritional services equipment.
14. Reviews all bills and purchase orders related to nutritional services for accuracy before presenting them to the Director of Business Services for payment.
15. Reviews all nutrition services personnel time sheets, as collected by the Nutrition Services Assistant.
16. Plans the acquisition, storage, and disposition of government commodities as part of the ongoing Nutrition Services program.
17. Reviews all government reimbursements.
18. Visits all building lunchrooms and cafeterias on a regular basis, checking that high standards of health and safety are maintained.
19. Through the local press, publishes the planned lunch menus on a weekly basis.
20. **Meets regularly with the Director of Business Services to review all aspects of the Nutrition Services Department.**
21. **Performs other duties as assigned by Superintendent, Administration, or as appropriate to the job assignment.**

Terms of Employment: The Supervisor of Nutrition Services contract shall be based on 211 days. The contract duration may be adjusted per Board discretion.

Policy Approved: August 19, 1987

Policy Revised: March 18, 2013