

Child Nutrition Supervisor/Procurement

<u>Reports to:</u>	Director for Child Nutrition
<u>Supervises:</u>	Cafeteria Managers and Assistants
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Child Nutrition Supervisor I - 61 II - 64
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

Qualifications:

Supervisor I

- Associate degree, or higher, required
- Eligible School Nutrition or Food Service Management experience may be accepted in lieu of degree requirements

Supervisor II

- Two years of supervisory experience or related experience
- Bachelor's degree
- Valid NC driver's license
- Must maintain an operational telephone
- Must obtain ServSafe Certification or related sanitation certification

Essential Job Functions:

Job Goal:

Employee assists in developing plans and procedures for carrying out the established philosophy and policies of the Child Nutrition program. Duties include the assessment of the effectiveness of practices and the efficiency with which they are enacted, and include suggestions for improvement. This employee serves as a nutrition education resource, coordinates or assists with nutritional analysis of all meals, implements promotions and nutrition education as part of the school curriculum and provides training for Child Nutrition employees.

Job Functions: (not inclusive)

A. Provides technical assistance to director, school managers, and staff to implement program goals and objectives:

- Knows, understands and assists in implementing the requirements of the Child Nutrition Program
- Assists in planning menus to ensure that all meals served meet USDA standards
- Reviews cost and usage of material, foods, labor, capital and fiscal policies and procedures in individual schools
- Communicates with the director on a continual basis the findings, problems and successes observed in individual schools and documents findings

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B. Staff development:

- Assists in developing professional growth and certification activities for staff by providing appropriate training activities
- Implements staffing and performance standards for all personnel
- Assists manager in determining staff requirements for each school
- Interprets personnel policies and procedures to school managers and staff
- Provides direct assistance to the cafeteria managers
- Provides on-the-job training in work scheduling, equipment use and care, food production, nutrition, sanitation, storage, record-keeping, nutrition education, procurement, and human relations
- Monitors working conditions in all facilities and recommends methods for increasing efficiency
- Participates in hiring, disciplining and evaluating employees
- Assists in planning and conducting staff meetings and workshops for food service personnel

C. Procurement:

- Procures foods and supplies following established procedures
- Develops descriptions for foods and supplies according to federal, state and local regulations
- Designs measures for sampling and evaluating foods and supplies
- Processes and recommends purchase of all food and supplies
- Works directly with vendors and managers evaluating price and quality of food and supplies

D. Safety and sanitation:

- Recommends space utilization requirements in accordance with food production system
- Assists in planning physical layout of food-service facilities
- Determines specifications for purchase of equipment
- Provides for equipment maintenance and repair
- Complies with federal, state and local safety and sanitation regulations
- Establishes safety standards for individual schools
- Facilitates the development of basic procedures, including work schedules to be followed in cleaning and sanitizing equipment and work areas
- Maintains an effective insect and rodent control program

E. Performs all other duties and responsibilities as may be assigned to the position by law, by the Director for Child Nutrition, by the Chief Finance Officer, by the Superintendent, and by rules and regulations of the Department of Public Instruction, the State Board of Educations, and the USDA Food and Nutrition Service

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 50 pounds of force occasionally and up to 30 pound of force frequently and up to 10 pounds of force constantly to move objects.

Must be able to:

- obtain considerable knowledge of the requirements of the Child Nutrition Program
- use and maintain equipment used in food service cafeterias
- display a working knowledge of institutional packaging of food products
- communicate well with parents, school and program staff, vendors, and the general public
- competently use a variety of computer applications including Microsoft Word, Excel, Works, etc.
- competently use the Education Management Systems Cafeteria Manager Program
- obtain ServSafe certification or related sanitation certification
- use auditory acuity at a level to communicate effectively with customers and employees in direct conversation as well as by telephone
- use visual acuity to read and analyze information in hard copy or on computer screens
- express and exchange ideas effectively by spoken word