



## FOOD & NUTRITION SUPERVISOR

Classification: Professional-Technical Level 4

Location: District Office

Reports to: Director of Food & Nutrition

FLSA Status: Exempt (Executive)

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

Assists in the day-to-day supervision and coordination of school kitchens and cafeterias. Assures that nutritionally appropriate food is served to students and staff and that all food service operations comply with health and safety laws, regulations, and district policies and procedures. Assists in overseeing the accounting and security of school funds and compliance with federal assistance program requirements.

### **Part II: Supervision and Controls over the Work**

Serves under the administrative supervision of the district administrator responsible for food and nutrition services. Is held responsible for results in terms of effectiveness of planning, compliance with policies, and programs, quality of supervision, and contribution to the development and achievement of district and department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the school board, and compliance with federal, state and local regulatory agencies. Completed work is reviewed for compliance during state and federal audits.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Program Operations:
  - a. Participates in planning school menus and performing nutrient analysis of recipes and menus. Provides for procurement of food and non-food supplies in compliance with district procurement procedures. Meets with and maintains relationships with vendors to evaluate new products to determine cost, nutritional value, and quality for purchasing recommendations. Coordinates with vendors as appropriate for delivery of supplies to kitchens. Maintains relationships with Snohomish County Health District to ensure that all kitchens and staff are current on all Washington State Health Code Requirements.
  - b. Facilitates district catering program and kitchen facility use by community members. Participates in grant applications and implementation. Collaborates with facility, maintenance and custodial supervisors regarding safety, and operational issues. Partners with school administration to implement new initiatives and support the success of current programs. Adjust daily and long-term work plans to meet the operational requirements of the department.

- c. Provides input on the major purchases of supplies, parts, equipment and service. Represents department on district committees as necessary.
  - d. Assists in developing and recommending policies and procedures that govern the work of the program. Ensures employee compliance with district policy and procedures and local, state and federal regulations.
- 2. Staff Supervision: Assist in all aspects of staff supervision to include:
    - a. Recruits, trains, and assigns permanent and substitute staff.
    - b. Evaluates need for, develops, and delivers staff training. Assures all mandatory safety federal training is provided and completed in a timely manner.
    - c. Fosters effective teaming and collaboration within staff and between staff and school administrators.
    - d. Creates effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
    - e. Creates an environment in which staff can provide open and candid feedback and suggestions on food service operations and issues. Works closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
    - f. Conducts annual and ongoing performance evaluation of all Food & Nutrition Professionals and Managers, which includes providing direction in terms of performance goals or objectives, timelines and priorities.
  - 3. Customer Service: Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, parents, staff, volunteers, and other facility users and visitors. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers. Collaborates with parents, students, school nurses, health room assistants, state recognized medical authorities, and cooks to accommodate students with special dietary needs and ensure these students have nutrition requirements met through the National School Lunch and Breakfast Program.
  - 4. Accounting and Budgeting: Assures staff operates in conformance with financial control requirements when managing cash and student entitlements. Audits financial compliance of cash receipts, deposits, and reporting. Holds fiscal responsibility for the management of grant budgets for special programs such as the Fresh Fruit and Vegetable Program. Submits and tracks billing for all catering events. Assists in department budget development.
  - 5. Program Evaluation, Analysis and Feedback: Manages a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Conducts site inspections on an announced and unannounced basis to assure program compliance. Assists in researching and evaluating service equipment needs to recommend purchase and replacement of equipment to maintain effective operations and safety.

Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or equivalent in food service and/or general management.
3. Minimum of three years of progressively responsible experience in child nutrition services.
4. Strong understanding and history of successful customer service.
5. Effective oral and written communications.
6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Demonstrated leadership and supervisory ability.

**Part V: Desired Qualifications**

1. Certification as a registered dietitian.
2. Experience in public school environments.

**Part VI: Physical and Environmental Requirements of the Position**

Physical demands and work environment described here are representative of those that must be met by an employee to successfully perform essential functions of job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Exposure to heat and cold extremes when visiting and assessing work sites. Work in and around high-risk environments including sharp instruments, power equipment, heated surfaces, and potentially dangerous floor conditions. Required to wear safety and health equipment when at work sites. May be exposed to infectious disease when being on-site in school and student environments.