

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUPERVISOR OF NUTRITIONAL SERVICES**

File 125

Reports to: Director of Business Services

Job Objective: Plans, delivers, assesses, and oversees ongoing improvement of food service operations.

Minimum Qualifications:

- Bachelor's degree or equivalent educational experience, with academic major in specific areas*; or Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; or Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience; or Associate's degree or equivalent educational experience, with academic major in specific areas, *and at least 2 years of relevant school nutrition programs experience.
- *specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
- Three (3) years supervisory experience in institutional food service is preferred.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Commitment to keep current with skills essential to the objectives of the position.
- Successful completion of a board-approved sanitation/food safety course.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Ability to interact comfortably and confidently with the public.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises food service operations (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.). Markets the program to maximize profits. Monitors customer satisfaction.
- Serves as an active member of the management team. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission. Builds internal/external partnerships that support district goals.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains food service staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about advances in operational procedures and equipment technology.
- Promotes professionalism. Implements locally developed personnel appraisal standards.
- Publishes menus. Makes available food choices that appeal to consumer preferences.
- Manages food preparation activities. Ensures that lunches meet USDA child nutrition guidelines.
- Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
- Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Helps staff as needed to meet established schedules. Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
- Oversees the cleaning/sanitization of equipment and the storage/disposal of leftover food.
- Processes applications and records for free and reduced-cost lunch programs.

- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Identifies food service maintenance needs and prepares work orders.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require treatment.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Assumes personal responsibility for professional growth.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Manages individual and group interactions skillfully.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the director of business services. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.