

GISD Job Description

Job Title: Supervisor – Student Nutrition Program Field Compliance
Department: Student Nutrition Program
Reports To: Student Nutrition Program Director
Salary Schedule: Administrative Salary Schedule 201-B
Work Days: 235
FLSA Status: Exempt
Prepared By: Demetrious P. Giovas, SFNS-CFE-CFBE-CHA,
Student Nutrition Program Director
Prepared Date: 1/12/12
Approved By: Barbara A. Browder, Associate Superintendent for Human Resources
Approved Date: January 12, 2012

SUMMARY To coordinate the development and implementation of school (unit) based food services and federal and state mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Performance responsibilities under administrative direction (with or without reasonable accommodation)

1. Trains, supervises and evaluates Student Nutrition Cafeteria Managers.
2. Assists the Student Nutrition Program Director in the planning and analyzing breakfast and lunch menus following federal and state regulations and district policy. Develops menu guide serving specifications and analysis of multiple level menus.
3. Understands and applies meal pattern concepts, nutritional requirements, food availability and financial constraints.
4. Evaluates each site's food service operations for compliance with federal and state regulations, health department regulations, District and Department Policy and procedures.
5. Evaluates staffing and work assignments against established standards and makes adjustments as necessary.
6. Prepares and presents monthly recap statistics for each cafeteria. Verifies hours worked against average daily participation to tabulate meals per labor-hour percentages.
7. Works with Unit Administrators and staff to establish a Student Nutrition Program that meets the needs of each community and students to resolve differences that arise.
8. Meets with parents regarding questions, concerns and complaints involving food service operations.
9. Monitors school equipment for appropriateness, proper repair and inventory control.

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10. Assists in regular interviews for new employees.
11. Monitors compliance of wellness policy and HACCP requirements
12. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages subordinate cafeteria managers, employees in the STUDENT NUTRITION PROGRAM. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B. A.) in Business, Foodservice, or related field from four-year college or university. Certified by the School Nutrition Food Service Association and New Mexico School Association or be eligible within one year of employment
- Four years of experience in progressively responsible management Food service management is preferred.
- Knowledge of word processing, database and spreadsheet software
- Knowledge of State regulations pertaining to child nutrition programs

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Student Nutrition Association Certification

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, talk or hear, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Evaluation: **Annually by the Student Nutrition Program Director**

A COPY OF THIS JOB DESCRIPTION HAS BEEN RECEIVED BY:

Employee Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.