

**JOB DESCRIPTION**  
**Cumberland County School District**

**SCHOOL NUTRITION SUPERVISOR**

**Purpose Statement**

The job of School Nutrition Supervisor was established for the purpose/s of directing the child nutrition programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Director of Human Resources

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**Essential Functions**

- | Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- | Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established time frames and in compliance with related requirements.
- | Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- | Inspects cafeterias for the purpose of ensuring healthful and sanitary conditions.
- | Manages a wide variety of programs for the purpose of ensuring district compliance with established guidelines.
- | Prepares, administers, and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- | Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- | Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- | Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- | Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- | Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- | Compiles, reviews, and submits monthly meal summary information for federal reimbursement.
- | Prepares annual bids (e.g. Food, supplies, services, equipment, etc.) with appropriate procurement specification and conditions.
- | Prepares annual USDA commodity surveys and requests.
- | Develops centralized menus to comply with federal nutritional requirements.
- | Serves on committees as appointed.
- | Works closely with other departments, school staff and parents to meet the needs of students (e.g. food allergies, special feeding needs, etc.)
- | Facilitates computer hardware and software support and trouble shooting for departments.
- | Consults with maintenance personnel regarding equipment repairs and/or replacement and other non-equipment repairs needed with in the kitchens and cafeterias, while utilizing the school districts electronic work order system.
- | Maintains records for and reports all job related injuries as required.

## **Other Functions**

| Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and concepts of quantity cooking and nutritional analysis.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Bachelor's degree in job related field.

**Equivalency** None Specified

### **Requirement**

This is a certified or non-certified position.

### **Certificates & Licenses**

Valid Driver's License & Evidence of Insurability  
Level 3 SNA Certification

### **Continuing Educ. / Training**

State Department of Education License w/ Food Service  
Supervision Endorsement  
Continuing Education on Food Service Annually  
SNA Credential as School Nutrition Specialist

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

### **Approval Date**

### **Salary Grade**