

Title: Nutrition Service Field Supervisor

Reports to: Director of Nutrition Services

Terms of Employment: 8 hours per student day  
205 days per year

### **POSITION SUMMARY**

Direct daily activities in kitchen/cafeteria. Manage, supervise and evaluate the Nutrition service program and personnel

### **SPECIAL KNOWLEDGE/SKILLS/ABILITIES**

Knowledge of IDOE Rules and regulations concerning K12 a plus.

Knowledge of personnel and financial management

Computer skills in menu planning/preparation, Point of Sale, Google Drive/Docs/Calendar/Sheets/Gmail

### **ESSENTIAL FUNCTIONS**

1. Communicate and interact with students, staff and administrators in a courteous, caring manner, using good customer service skills.
2. Continue to oversee and train personnel on policies, procedures and best practices.
3. Compile, maintain, and file all physical and computerized reports, records and other documents required.
4. Plan, organize, control and direct nutrition services operations and activities at assigned locations; establish and maintain nutrition service time lines and priorities assigned sites; assist in directing the day-to-day activities of the Nutrition Services requirements, laws, codes, rules, regulations, policies and procedures.
5. Coordinate communications, information, quality control functions, HACCP standards, and resources to assure smooth and efficient food service activities and promote excellence and continuity in child nutrition programs; collaborate with the Director, sites and staff in the development and implementation of nutrition services functions, lunch and breakfast programs, projects, menus, services, goals and objectives.
6. Provide technical information and assistance to the Director of Nutrition Services regarding food service operations at assigned sites and related activities, needs and issues; assist in formation and development of policies, procedures and programs.

7. Attend conferences and seminars; utilize journals and other media to keep current concerning new nutrition service ideas, regulations, products and ideas.
8. Comply with federal, state law, State Board of Education and board policy in the Nutrition Service department
9. Perform related duties as assigned by the Administrator to meet the particular needs of the corporation.

### **PERSONNEL MANAGEMENT**

1. Oversee inventory and stock control program for equipment and supplies
2. Evaluate job performance of employees to ensure effectiveness
3. Supervise personnel and make sound recommendations about personnel placement, retention, and dismissal
4. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements
5. Ensure that food items are stored in safe and hazard-free environment and establish and enforce standards of cleanliness, health, safety following health and safety regulations to maintain a safe work environment.
6. Attend all staff meetings and trainings as required by the Director.
7. Maintain safety standards that confirm with federal, state, and insurance regulations and continue to develop a program of preventative safety. (Monthly audit)
8. Report to work in a timely manner according to assigned work schedule.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are the 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 required to speak and hear. The employee is required to have dexterity of hands and fingers. The employee is required to stand for extended periods of time, performing assigned duties which require bending, kneeling, twisting, and reaching overhead, above shoulders and horizontally. The employee will be required to push/pull, lift and carry up to 40 pounds on a regular basis. Specific vision abilities required by this job include seeing to monitor food quality and quantity.

## **WORK ENVIRONMENT**

- \*Mental/physical/environmental demands
- \*Maintain emotional control under stress. Occasional prolonged and irregular hours
- \*Exposure to extreme cold and hot temperatures

## **CERTIFICATION**

ServeSafe Certified

## **OTHER**

Valid Driver's License, satisfactory outcome of Expanded Criminal Background check prior to start of employment

## **EDUCATION**

BS in Food Management or related field preferred

## **EXPERIENCE**

2 year minimum experience in K12 setting preferred