

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Supervisor Food Services

GENERAL DESCRIPTION

The essential function of the position within the organization is to direct the district's Food Service Program functions in an effective and cost-efficient manner. The district-level school nutrition supervisor oversees all aspects of the district-wide school nutrition program, develops and implements programs within organizational policies, and reports major activities to executive level administrators through conferences and reports. This person performs a variety of job functions essential to the successful operation of the district's school nutrition program. The job functions include facilities and equipment management; financial management; food production and operation management; food security, sanitation, and safety; human resource management; marketing and communication; menu and nutrition management; procurement and inventory management; program management and accountability; and technology and information systems.

The district-level school nutrition supervisor partners with others in the school nutrition program, school district, and community to operate a sound nutrition assistance food program while following federal, state, and local guidelines. The school nutrition program is to provide an environment that supports healthy food habits of students while maintaining program integrity, fiscal accountability, and customer satisfaction.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Provides assistance in designing and planning facilities that support the operational goals of the school nutrition program.

Develops guidelines for selecting and maintaining equipment to accomplish the operational goals of the school nutrition program.

Establishes an environmentally responsible school nutrition program.

Develops financial management guidelines that support school nutrition program operational goals and comply with regulations.

Establishes cost control goals to effectively manage the school nutrition program.

Develops a management system to ensure high standards for quality food production.

Establishes operational systems for managing food production and service.

Establishes policies and procedures to ensure food is prepared and served in a sanitary and safe environment.

Provides leadership in creating a safe work environment for school nutrition operations.

Develops a systematic approach to address emergency and disaster situations.

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Establishes a staffing standard for the school nutrition program at each site that complies with school district policies as well as federal, state, and local regulations.

Develops and implements a process for recruiting qualified school nutrition staff in compliance with school district's written procedures, union contract and labor laws.

Designs a comprehensive needs-based training infrastructure that enhances learning and improves job skills.

Supervises duties of assigned support staff including evaluating work, counseling, performing investigations into complaints and recommending disciplinary action, if needed.

Develops a systematic approach for marketing and infrastructure for customer service in the school nutrition program.

Establishes a communication infrastructure with stakeholders to promote the school nutrition program.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Develops guidelines for planning menus that comply with nutrition objectives and supports operational goals of the school nutrition program

Provides leadership to support the nutrition and wellness initiatives within the school district.

Complies with procurement guidelines established and established regulations that support operational goals of the school nutrition program.

Complies with established operational procedures to effectively manage receiving and inventory systems.

Establishes a system to ensure nutritional, financial, and regulatory accountability of the school nutrition program.

Provides leadership to position the school nutrition program as an integral component of the school district.

Develops and implements policies and procedures in areas of responsibility.

Directs the receipt, review, and processing of free/reduced meal applications; verified student eligibility.

Assists auditors by providing requested information; ensures timely and proper response to audit findings.

Participates in district committees including but not limited to SHAC, AHEC, SMART Snack Committee.

Prepares applications for district participation in the Summer Feeding Program, National School Lunch Program and other special programs and/or projects; seeks, secures and administers grant funds.

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Attends training, seminars and conferences as required to maintain and enhance job knowledge and skills; maintains awareness of new or changing legislation affecting procurement operations.

Compiles data for and prepares a variety of records, reports and recommendations for schools, the district, the State and other agencies as required.

Performs general administrative/clerical work as required, including preparing correspondence, entering and retrieving computer data, verifying data accuracy, copying and filing documents, attending meetings.

Establishes a comprehensive technology infrastructure to achieve the operational goals of the school nutrition program.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

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Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals and manuals; prepares specialized reports and business letters with proper format and grammar; speaks to groups of co-workers and people outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education ” refers to job specific training and education required for entry into the position.

A minimum of a bachelor’s degree in food and nutrition or related area is required.
Master’s degree in food and nutrition is preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

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Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires four years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to moderate work involving standing and walking most of the time, exerting up to 30 pounds of force occasionally, and moderate dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director, Operations & Planning

Supervises:

Food Service Department Employees

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PAY GRADE: From: D138A1 To: D138O3
Number of Months: Number of Days: Hours:
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016