

Sparta Area School District

Article 228 - Specifications for Supervisor of Nutrition Services

QUALIFICATIONS:

1. Bachelor's degree in Food and Nutrition, Institutional Management, or Hotel and Restaurant Management, or equivalent combination of training and experience.
2. Safe-serve certification.
3. The ability to assign work and communicate effectively with employees who are in this area of supervisory responsibility.
4. Ability to handle emergencies and critical operational problems.
5. Ability to keep records and make reports necessary for efficient operation.
6. Effective public relations and communications skills.
7. Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently.
8. Ability to endure frequent reaching, handling, fingering, talking, hearing and using near acuity and visual accommodation.

REPORTS TO:

Director of Business Services.

The Supervisor of Nutrition Services should communicate problems or concerns to the Director of Business Services. If a problem or concern is not resolved, the problem or concern should be referred to the Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Director of Business Services. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule.

JOB GOALS:

1. Provide the Sparta Area School District with a quality food service that supports the instructional and co-curricular programs of the district.
2. Help create a positive impression of the Business Services Department of the Sparta Area School District.

PERFORMANCE RESPONSIBILITIES:

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed.

Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.

1. Develop a quality food service program for the purpose of providing nutritional meals and snacks for students, staff, and visitors.
2. Analyze economical work methods in a school kitchen setting for the purpose of achieving maximum effectiveness.
3. Utilize appropriate purchasing procedures and tracking methods for the food service program.
4. Develop a system of nutritional and appealing menus.
5. Promote reduction in operating costs by analyzing costs of materials, equipment, commodities and labor.
6. Oversee processing of Free and Reduced applications.
7. Complete and submit all necessary contracts for participation in school nutrition programs.
8. Manage all components of Summer Feeding Program.
9. Submit claims for all federal and state food service programs.
10. Prepare and present required bids, including dairy and bakery, to the board and provide period reports on the status of the food service program.
11. Establish, monitor, and enforce sanitary standards for the purposes of protecting health of staff and food service customers. Serve as primary district contact for all reviews, audits, and inspections of food service programs and facilities by the health department.
12. Implement a food safety program based on HACCP principles.
13. Assist business services with overseeing the accounting of cash receipts and rebates from the food service program.
14. Invoice parochial schools for food purchased from the Sparta Area School District.
15. Schedule staffing of all food service areas.
16. Recruit, interview, and recommend for employment all food service employees.
17. Supervise and evaluate district-wide food service and assist with supervision and evaluation of site-specific personnel.
18. Plan and promote appropriate inservice sessions.
19. Oversee, together with the Director of Business Services, the budgets of the food service programs.
20. Perform other similar or related duties as assigned by the Director of Business Services.

Legal Reference:

Cross Reference:

Approved: August 22, 2006

Revised May 27, 2008
August 22, 2017