

SECTION I: GENERAL INFORMATION

Classification Title: Nutrition Services-Program Supervisor	Department: Nutrition Services	Unit: Unaffiliated
Immediate Supervisor: Director of Business Services	Grade Placement:	FLSA Status: Exempt
<p>Job Summary:</p> <p>Under the direction of the Director of Business Services, the Nutrition Services-Program Supervisor is responsible managing, directing and overseeing functions, programs, operations and personnel of nutritional services involved in the production and delivery of meals. Duties of the job include overseeing menu planning; food production; purchasing; budget development and administration; and the promotion of healthy food habits for children within the District.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Supervises and directs the activities of all food service personnel directly or through designated Kitchen Managers. <ul style="list-style-type: none"> • Assigns work, monitors work operations, disciplines, terminates, sets work priorities, determines and defines work requirements of positions within food service. • Interviews, selects and provides work training, orientation and in-services for staff in safety, health, and food production methods, techniques and equipment operation directly or with the assistance of the Kitchen Specialist. • Tracks training and in-service requirements per regulations of USDA Professional Standards. • Approves time off, employee medical, leaves of absence and work comp reporting. • Evaluates and conducts formal evaluations on staff performance. • Develops job performance standards and implements staff development and performance improvement programs. • Monitors operations to assure compliance with department procedures, local, state and/or federal laws, rules or regulations pertaining to food production or food operations. • Determines staffing levels. • Resolves food service complaints and staff issues and concerns. 2. Plans and makes recommendations for budget and fiscal requirements. 25% <ul style="list-style-type: none"> • Establishes, implements and monitors budgeting and fiscal management systems to meet financial goals and objectives. • Establishes short and long-range program goals for food service. • Maintains a system for financial accountability in conjunction with the Business Director. • Oversees POS meal counting, claiming system, and cash monitoring systems at each kitchen site. • Projects and monitors revenues, expenditures and capital outlay requirements. • Coordinates and participates in the submission of financial reports required by the District, state and/or federal agencies. • Oversees capital equipment and replacement needs for Nutrition Services. • Recommends prices to be charged for program meals and services based upon participation and program
--

- requirements/needs.
 - Oversees the application and processing of free and reduced meal applications.
3. Oversees and directs the planning, production and delivery of nutritional services.
 - Plans and writes nutritious menus in compliance with USDA guidelines and student acceptance.
 - Monitors food operations and production to assure the quality of presentation and service of meals.
 - Creates additional support by offering ala carte, catering and satellite programs.
 - Establishes and enforces sanitation and safety procedures and standard operating procedures consistent with food inspection requirements and regulations.
 - Oversees the preparation of menu modifications for students with special dietary needs.
 - Oversees the preparation and bidding process and procedures for food, equipment and services provided by vendors. Orders USDA commodities consistent with cycle menus.
 - Manages the purchasing system for the receipting, storage and distribution of food and non-food items.
 - Maintains a computerized inventory system for each school kitchen.
 4. Conducts various marketing and public relation activities to promote and inform the public regarding nutritional programs.
 - Directs the maintenance of the nutritional services website. Posts menus and services on the website,
 - Organizes the delivery of nutritional information for students and families across multiple media platforms. Informs the public regarding health, wellness and educational benefits of the program to encourage participation in nutritional programs.
 5. Performs other duties of a comparable level or type, as required.
 - Attends meetings, conferences, seminars or training sessions to keep abreast of current trends in the areas of responsibility.
 - Keeps abreast of changing developments, regulations, developments and trends pertaining to building operations.
 - Participates and contributes to wellness programs and initiatives within the district.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:		
	Titles of Positions Directly Supervised	# of Employees
1	Kitchen Managers	6
2	Kitchen Specialist	1
3	Van Driver	1
4	Office Professional	1
TOTAL		9
INDIRECT SUPERVISION:		
	Cooks, Cashiers, Helpers	Total: 54



EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Bachelor's Degree	
less than high school diploma		Major field of study or degree emphasis: Nutrition, Business Management, or closely related area	
High school diploma or GED.			
1 year college	2 years college		
3 years college	X 4 years college	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Supervisory theories and principles. Relevant laws, rules, guidelines and standards pertaining to menu planning, food production, safety and sanitary/food storage requirements. Food production, purchasing, inventory and food preparation techniques and methods. Food and health requirements as governed by federal and state laws and regulations. Nutritional guidelines, requirement and standards as it applies to menu planning. Recordkeeping, reporting and administrative requirements involved in managing programs/services/budget administration. Administrative policies and procedures of the district (i.e. HR policies, purchasing policies, records management, etc.). Fundamentals of financial, point of sale, and accounting procedures and/or applications utilized in accounting for food operations, revenues and expenditures. 	
1st year graduate level			
2nd year graduate level			
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years supervisory and/or management experience in food management and food production.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: MN Driver's License; Licensed Food Manager by State of MN; ServeSafe Certification; School Nutrition Certificate and Specialist Designation for SNA.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, provide and receive work direction, and to persuade and negotiate with individuals over agreements and operational issues. Planning, evaluating, implementing and installing food production, food inventory and purchasing controls, procedures and methods. Supervising, delegating responsibilities, training, establishing accountabilities and evaluating and program personnel. Problem-solving food production problems, questions and issues. Planning, budgeting, purchasing and overseeing the fiscal operations of a large food production operation. Organizational skills. Nutrition education and menu planning. Presentational skills. 	

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally, up to 10 pounds frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

This classification is primarily administrative and supervisory in nature and thus the extent and degree of exposure to risks and hazards are significantly limited as compared to staff being directed. Position may be exposed on occasion to environmental conditions within kitchens when making inspections and monitoring operations on-site but risks and exposure should be considered minimal.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Created classification description 4/2016 BCC