

**CHILD NUTRITION ADMINISTRATIVE SUPERVISOR**

**JOB SUMMARY**

To plan, organize, and direct the school food service program in conformance with local, State, and Federal regulations and requirements including public health and safety.

**QUALIFICATIONS**

- Bachelor degree from an accredited institution
- Experience with business, food and nutrition, home economics and/or food service management
- Registered Dietitian status and school food service experience preferred
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Assistant Director of Schools
- Oversee and coordinate the daily operation of the district's food service program
- Monitor food production and service to assure that planned menus are followed and that substitutions comply with meal requirements
- Provide on-the-job training to cafeteria staff in areas of food production, sanitation, etc.
- Plan and direct system wide meetings and workshops to provide training on food preparation and service, sanitation, and nutrition.
- Provides staff development activities for school personnel on topics such as food service, management, nutrition, neglect, and nutrition education
- Supervise and evaluate food service employees
- Develop and implement standards for the operation of an efficient, sanitary, and high quality food service program
- Interview and hire individuals to work in the food service department
- Develop specifications for, solicit competitive prices and requisition all food, equipment, and supplies for the department
- Plan menus that comply with Federal regulations and provide nutritional and appetizing foods
- Develop and conduct nutrition education lessons in classrooms and before student groups to help increase students' understanding of the relationship of nutrition to health and the role of the school feeding programs as a laboratory for student learning
- Evaluate meal costs and recommend changes as appropriate
- Prepare and administer the annual food service department budget, including subsidy and other income projections and control expenditures
- Monitor financial operations to determine compliance with the budget and make operational changes if necessary
- Analyze food service department financial statements and take corrective action, when necessary, to prevent financial loss
- Order USDA-donated food when available and assure its proper use in accordance with government regulations
- Supervise the receiving, storage, and delivery of USDA commodities
- Work with vendors regarding new products and services and/or problems involving their products
- Audit and approve employee time sheets
- Purchase food, related supplies, and food service equipment through formal and informal bid solicitation and the awarding of purchasing orders in accordance with district policies and state and federal laws
- Review collective bargaining contract proposals and provide input in wages, benefits, working conditions, costs, and other issues to the personnel department or collective bargaining staff, on behalf of the food service department
- Conduct nutrition surveys and studies
- Write proposals to obtain grant funds for nutrition education

## LEBANON SPECIAL SCHOOL DISTRICT

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- Conduct research in and keep abreast of developments in school food service management and in nutrition education
- Develop public information materials and media releases pertaining to school food service programs
- Meet with parents, and community groups on school food service program matters
- Prepare and file food service reports for state and federal guidelines
- Process Free and Reduced Meal Applications
- Serve on system CSH Advisory and Staff Councils
- Collaborate with CSH Program Director on school health initiatives identified through the planning processes of CSH, Tennessee Comprehensive System-wide Planning Process (TCSPP), and individual school improvement plans (accounts for approximately 15% of work time)
- Perform other duties as assigned by the Assistant Director or Director of Schools