

## VACANCY

### SHELBY COUNTY SCHOOLS

**JOB TITLE:** CHILD NUTRITION PROGRAM SUPERVISOR

**QUALIFICATIONS:**

1. Bachelor's Degree with a major in the field of family and consumer science, food science or a related field with a major emphasis in institutional administration, dietetics, foods or nutrition; Master's Degree and Registered Dietician designation preferred.
2. Minimum of five years experience in menu planning, food purchasing and the preparation and serving of foods in a food service environment; experience in a K-12 environment preferred. Alternative combinations of education and experience may be considered for comparability.
3. Minimum of five years successful supervisory experience.
4. Such alternatives as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Coordinator, Child Nutrition Program

**SUPERVISES:** Child Nutrition Program Personnel

**JOB GOAL:** To formulate and interpret a philosophy of school lunch; to identify, clarify and execute their obligations and responsibilities to the school child, to school nutrition personnel, to all professional staff and to the community in order to promote child nutrition as a part of the total education program.

**Job related Mental/Physical Demands and Environmental Factors:** Routinely required to communicate verbally and in writing, and read and comprehend technical writing. Moderate walking, standing, climbing, carrying, stooping, bending, kneeling and reaching. Routinely required to lift, push, and pull heavy objects (minimum of 25 lbs., occasionally up to 50 lbs.). Work daily in varying climates including hot, cold (at times extreme), dampness and humidity. Work around machinery with moving parts, moving objects and toxic chemicals.

**PERFORMANCE RESPONSIBILITIES:**

1. The Child Nutrition Supervisor will assist the Coordinator in overseeing all aspects of the district's Child Nutrition Program (CNP) operation.
2. CNP Supervisor will administer, plan, direct, assess, implement and evaluate the program in order to meet the nutritional and educational needs of the children as it relates to CNP.
3. The CNP Supervisor shall partner with the CNP Area Managers and with others in the school district and community to solicit support for the development of the sound nutrition

assistance food program while following federal, state and local guidelines.

4. The CNP Supervisor will work with Area Managers in the implementation of proper financial protocols assuring operational efficiency and effectiveness.
5. CNP Supervisor will work with Area Managers to monitor all aspects of the food procurement, menu development, production, presentation process assuring quality and efficiency at all points.
6. Implement a district-wide customer service driven philosophy that focuses on value and satisfaction.
7. Follows established district HACCP procedures to ensure that food is prepared and served in a sanitary and safe environment.
8. Integrates employee safety regulations into all phases of the school foodservice operation.
9. Assists Coordinator in establishing procedures and policies for risk management.
10. Monitors program to ensure CNP compliance with all federal, state and local laws, regulations and policies.
11. Provides technical assistance and training for school foodservice personnel, school administrators and other school support staff.
12. Assists the Coordinator in providing services in response to disaster or emergency situations.
13. Assists the Coordinator in developing long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
14. Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.
15. Follows system guidelines for the recruitment, hiring, training, and evaluation of employees.
16. Assists in developing job performance standards that provide for performance improvement.
17. Follows standards for the professional development of the district's CNP personnel.
18. Performs all other duties and responsibilities as assigned by the CNP Coordinator, Superintendent or Board.

**TERMS OF EMPLOYMENT:** Twelve-month contract. Salary according to appropriate current schedule. Exempt employee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board of Education Policy.

**SALARY RANGE:** Salary at appropriate step and rank on approved salary schedule ranging from \$64,013.52 - \$71,399.40.

**INTERESTED PERSONS:** Complete an Administrative application at [www.alsde.edu](http://www.alsde.edu) .