



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Child Nutrition Services Supervisor**  
 Job Family: **Child Nutrition**  
 Prepared/Revised Date: **August 17, 2016**

FLSA Status: **Exempt**  
 Pay Range: **OP25Y**  
 Job Code: **35703**

**SUMMARY:** Responsible for managing various Child Nutrition operations in schools and programs participating in the National School Lunch program throughout the District. Ensure established quality standards and uniform practices for the various Child Nutrition Department programs. Supervise and coordinate staff, operations and activities of all kitchen staff. Assist in developing, implementing and achieving department goals and objectives. Reports to the Director of Child Nutrition.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Supervise and participate on-site in the daily operations of all school programs of the Child Nutrition Department. Ensure compliance of the highest standards and requirements including training and documentation. Implement, train and monitor for uniform quality and performance standards and perform regular audits and reviews. Plan, coordinate and conduct training of Child Nutrition staff in the areas of safety, culinary, inventory control, wellness and other district areas as needed.	D	40%
2. Assist kitchen managers in meeting department and kitchen financial, purchasing, accounting, nutrition, safety, cooking, quality and marketing goals and policies through supervision, review, training and coaching. Assist in the development and administration of new school design criteria, program plans, and technical specifications to systemize new and remodeled facility construction, and develop and administer kitchen improvement plans with appropriate internal and external departments. Maintain positive employee and customer relations, and educate, resolve concerns, and be a positive ambassador of the department with staff, parents, customers and community.	D	35%
3. Assist with menu development and implementation to meet nutritional needs of students through local, state, and USDA guidelines. Recommend, test, train and implement various foods, non-food, and equipment for purchase. Develop and implement policies, procedures and regulations to meet local, state, federal, and District guidelines. Assist in the administration and processing of multi-child applications for meal benefits; distribute notification and complete required verification of applications through the State of Colorado.	D	15%
4. Complete personnel actions such as interviewing, staffing, hiring, training, evaluating, coaching, disciplining, assigning, transferring, and promoting employees.	D	8%
5. Attend work and arrive in a timely manner.	D	1%
6. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>



### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Food Science, Nutrition, Dietetics, Food Service Management or related field
- More than three years and up to and including five years of progressive, related experience required
- Registered Dietitian (R.D.) preferred
- Equivalent combination of education and experience acceptable

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license
- ServSafe certified

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call
- Extensive knowledge and skills in food preparation, service, finances, safety, training and employee management
- Ability to work various shift times, including early mornings
- Ability to supervise employees at multiple locations
- Ability to communicate positively through a variety of means with staff, students, parents, customers and community
- Ability to work as a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of all department kitchen equipment



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Child Nutrition Workers, Child Nutrition Managers (Elementary and Secondary)	Approximately 80

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste			X	
Smell			X	

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	