

**GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Child Nutrition Supervisor

Board approved July 15, 2013

QUALIFICATIONS:

1. Bachelor's degree in nutrition or related field
2. Master's Degree and/or registered dietician
3. Five years or more experience preferred
4. Thorough knowledge of equipment use and care in food service requirements
5. Thorough knowledge of equipment use and care in food service facilities
6. Considerable knowledge of personnel management principles
7. Ability to develop and maintain harmonious and productive working relationships
8. Considerable knowledge of food preparation and serving practices
9. Working knowledge of budgetary principles
10. Ability to compile and analyze data

SUPERVISES: Child nutrition staff

REPORTS TO: Superintendent and Assistant Superintendent

JOB GOAL:

The Child Nutrition Supervisor is responsible for overseeing all aspects of the Child Nutrition Programs including national school, lunch, and breakfast programs; snack program; and the Summer Feeding program.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Works with managers on needs for day/week/etc. and prepares for meetings/conferences
2. Coordinates all information concerning special needs students
3. Works with parents about all concerns
4. Works with district personnel regarding Child Nutrition needs
5. Orders all food and supplies for all cafeterias in district including commodity and DOD
6. Works with CN staff concerning all purchases (food, equipment, supplies etc.)
7. Responsible for all Child Nutrition training needs
8. Conducts all manager and employee meetings
9. Prepares and monitors annual budget
10. Reviews monthly fundamental reports to determine financial viability
11. Determines department needs consistent with current profit and loss statements
12. Develops spreadsheets for equipment and other department needs
13. Works with vendors for equipment
14. Audits all reports for submission to state/local entities
15. Monitors "MySchoolBucks" site and confers with office staff
16. Addresses employee concerns

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17. Addresses employee schedules
18. Addresses CN managers concerns
19. Addresses district staff's concerns
20. Reviews all claims/reports for reimbursement reported to state
21. Addresses any areas of concern relating to reimbursement/expenditures
22. Reviews department accounts payable responsibility
23. Reviews NSLP, NSBP, and ASSP
24. Reviews all time and attendance reports weekly
25. Works with managers about employee problems (absences, employee work, etc.)
26. Reviews work related injuries
27. Monitors food and supply inventory all sites
28. Reviews department standards regarding “offer vs. serve” requirements
29. Completes all grant applications
30. Develops and monitors HACCP manual and required documentation
31. Determines departmental needs for technology
32. Serves as Wellness Coordinator for the district
 - A. Schedules wellness meeting
 - B. Reviews wellness guidelines
 - C. Checks for compliance for wellness by site
 - D. Schedules and attends wellness meeting
 - E. Develops agenda and in-services for wellness committee needs
 - F. Prepares annual wellness reports for the Board of Trustees
33. Provides managers with appropriate support for individual sites
34. Visits sites as needed
 - A. Monitors red books
35. Prepares reports for central office as needed
36. Verifies free and reduced lunch information is accurate for submission
37. Works with school staff concerning free and reduced status
38. Verifies that all paperwork is in accordance with USDA guidelines
39. Submits maintenance work orders
40. Submits technology work orders
41. Monitors work order completions
42. Interviews and hire new employees
43. Determines work schedules for Child Nutrition employees
44. Monitors “One Call” system
45. Monitors student balances by site and notifies principals of outstanding balances
46. Provides schools with nutrition materials as requested
47. Attends IEP meetings when requested
48. Confers with auditor
49. Meets with vendors as needed

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50. Completes National School Lunch contracts with state department
 - A. Determines compliance with USDA
 - B. Health department inspections
51. Completes Summer Feeding Contract with state department
 - A. Develops menus and assigns managers and employees for summer feeding
 - B. Develops budget for summer feeding
 - C. Provides required in-service for summer feeding program
52. Oversees Fresh Fruit and Vegetable grant for eligible schools(3)
 - A. Places and verifies orders
 - B. Processes invoices for payment
 - C. Processes claims
 - D. Monitors grant for remaining funds
 - E. Works with sites for usage, etc.
 - F. Researches new items
 - G. Discusses items with vendors
53. Develops menus
 - A. Monthly menus for elementary and secondary schools including nutrient analysis to comply with USDA requirements
 - B. Submits carbohydrate analysis for students with diabetes to nurses
 - C. Submits menus to managers and web manager
54. Develops all new menus for the upcoming school year to meet USDA new standards
55. Attends all meetings required by the state department
56. Develops in-service education for CN staff
57. Develops annual in-service education for managers
58. Supervises USM and Delta State dietetic interns
59. Performs other duties as assigned

TERMS OF EMPLOYMENT:

235 days annually

EVALUATION:

Performance of this position will be evaluated annually in accordance with provision of Board policy.