

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title: SUPERVISOR OF SCHOOL NUTRITION SERVICES ADOPTED 6/26/2024**Reports To:** Superintendent**Job Objective:** Manages food service operations that comply with all nutrition, health, and safety regulations.**Minimum****Qualifications:**

- Available to work a non-traditional schedule and irregular hours when needed.
- Demonstrated leadership abilities and a willingness to take on challenging tasks.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- Meets all education/training requirements described in the USDA Professional Standards Rule for School Nutrition Employees. State registered/licensed dietitian (RD, LD) or a bachelor's degree with School Nutrition Specialist (SNS) certification is advantageous. ServSafe(R) Certification is required.

Preferred**Attributes:**

Active listening, creative problem solving, and good time management skills.

Note:

Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Supervises food service operations. Upholds all federal school nutrition standards.**

- Actively supervises and evaluates assigned personnel. Cultivates staff leadership skills.
- Analyzes key program performance indicators to align budget proposals with strategic district goals.
- Attends to the needs of students with dietary restrictions.
- Complies with USDA child nutrition guidelines.
- Ensures compliance with all health and food safety regulations (e.g., hazard analysis critical control point principles, portion size, sanitation procedures, temperature controls, etc.)
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Manages daily accounting activities (i.e., receipts, meals served, bank deposits, etc.)
- Manages the set up of the serving line and attractive presentation of food.
- Monitors food service employee compliance with all continuing education requirements.
- Oversees the sanitization of equipment and the storage, or disposal of leftover food.
- Prepares revenue/expense projections and audit documentation as requested.
- Processes applications for the free and reduced-price lunch program.
- Provides appealing consumer-orientated food options. Monitors customer satisfaction.
- Publicizes food service program information. Regularly updates social media/website content.
- Receives food/supplies. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock.
- Requisitions supplies. Investigates products, services, and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.) Negotiates volume discounts/long-term contracts. Maintains procurement records.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Uses standardized recipes to maintain quality control. Monitors production sheets.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Helps implement and monitor health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.