

**SCHOOL DISTRICT OF ALACHUA COUNTY**  
**SUPERVISOR I -- FOOD AND NUTRITION SERVICES**  
**JOB DESCRIPTION**

<b>FLSA:</b>	Exempt	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>CONTRACT CODE:</b>	05	<b>PAY GRADE:</b>	09
		<b>SALARY SCHEDULE:</b>	Administrative

**QUALIFICATIONS:**

- (1) Masters degree from an approved accredited educational institution in a field emphasizing one or more of the following areas: Institutional Management, Dietetics, Hospitality Management, Administration, Business Management, Food and Nutrition, or other related field;
- (2) Minimum five (5) years successful experience in management and supervision, preferably related to quantity food preparation and service; or
- (3) An equivalent combination of education and experience.
- (4) Registered dietitian with the American Dietetic Association or certification as a food service specialist from School Nutrition Association preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal and state regulations and School Board policies as they relate to the National School Lunch, Breakfast and After School Snack Programs. Knowledge of nutrition and institutional food management in a high volume multi-facility food services operation. Knowledge of budgets, finances and accounting and the ability to plan accountable procedures. Effective oral and written communication skills. Ability to plan menus which meet all food and nutrition service requirements. Ability to audit and monitor programs for compliance. Ability to supervise and provide technical assistance. Ability to establish and maintain effective working relationships with others.

**REPORTS TO:**

Director -- Food and Nutrition Services

**JOB GOAL**

To assist the Director in planning, organizing and administering a comprehensive food and nutrition services program for the District.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist the Director of Food and Nutrition Services in administering all activities necessary to the operation and improvement of the district food service program.
- \* (2) Direct the food service program in the absence of the Director of Food and Nutrition Services.
- \* (3) Provide support and technical assistance to the school food service programs.
- \* (4) Provide direction and management for the daily operations of Food and Nutrition Services.
- \* (5) Assist with the departmental budget, equipment purchasing and the bid process.

## SUPERVISOR I -- FOOD AND NUTRITION SERVICES (Continued)

- \* (6) Coordinate the implementation of new and ongoing projects.
- \* (7) Assist in the establishment of staffing formulas, job classifications and personnel guidelines as necessary.
- \* (8) Supervise the training for cafeteria managers.
- \* (9) Oversee and coordinate the start-up of new programs in the District, including satellites, clusters and charters.
- \* (10) Provide direction and assistance to the Food and Nutrition Service Coordinators and Specialists.
- \* (11) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (12) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (14) Be knowledgeable of and adhere to Board policies.
- \* (15) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \* (16) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (17) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (18) Monitor district compliance with applicable codes, rules and statutes.
- \* (19) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \* (20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \* (21) Attend meetings and conferences to promote professional growth and benefit the District.
- \* (22) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (23) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \* (24) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \* (25) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \* (26) Respond to inquiries and concerns in a timely manner.
- \* (27) Model and maintain high ethical standards.
- \* (28) Adhere to applicable safety standards.
- \* (29) Follow attendance, punctuality and proper dress rules.
- \* (30) Maintain confidentiality regarding school/workplace matters.
- \* (31) Serve on district, state or community councils or committees as assigned or appropriate.
- (32) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

**SUPERVISOR I -- FOOD AND NUTRITION SERVICES (Continued)**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the Board's approved salary schedule.  
Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Addendum No. 09**

Adopted: 7/20/10