



Child Nutrition Operations Supervisor

JOB DESCRIPTION

The Child Nutrition Operations Supervisor, under the supervision of the Director of Child Nutrition, directs food service staff in all areas of business operations and training for assigned sites.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- High School diploma or G.E.D.
- Dietician technician degree preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Five years of experience in food service management
- Must have intermediate computer skills

DUTIES AND RESPONSIBILITIES

1. Implements, coordinates, and conducts all in-service training sessions, employee workshops, continuing education, state certification, and orientation classes for food service employees
2. Is responsible for training personnel on the use of the computer system
3. Develops and provides instruction for employee safety and kitchen sanitation program
4. Conducts regular inspections of assigned food service facilities to ensure all JISD standards for sanitation and safety are met
5. Works with students in testing of food to involve them in some phases of menu planning and food selections, and provides student tours of food service facilities
6. Ensures that proper levels of equipment and inventory are maintained at assigned food service facilities
7. Demonstrates ability to work with others in a positive, productive manner
8. Is active in professional organizations, which enhance the growth of the individual and supports the district's mission
9. Conducts oneself in a professional and ethical manner
10. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, perform repetitive hand motions, and maintain visual acuity. Ability to drive a car or van, travel locally daily, and occasionally out of town. Must be able to work inside and outside in temperature extremes, slippery and uneven surfaces, chemical exposure, in close proximity to microwaves, work around machinery with moving parts, and may work prolonged periods of time.

PAY SCALE: PO3

NUMBER OF DAYS: 210

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The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*