



David Douglas School District #40
Job Description
SUPERVISOR

NUTRITION SERVICES SUPERVISOR

Schedule: 8 hours per day / 12 months per year / 260 days per year

Class: Range E includes TSA

POSITION PURPOSE

Working independently and collaboratively, this position plays an integral role in improving student achievement by assisting in the operation of the District's meal service program which includes National School Breakfast and Lunch program, summer feeding program, after-school snack program, Head Start, and commodity entitlement and grants. The position provides support for Nutrition Services employees and assists in ensuring the requirements of state and federal guidelines of the program are met. Assists with the support of the office and staff. Under the supervision of the District Nutrition Service Manager.

NATURE AND SCOPE OF RESPONSIBILITIES

The essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying additional job-related tasks to be completed when time permits. The essential duties below are a representation of position expectations, however actual duties may vary and change depending on the business needs of the department and the organization:

- Works with the Nutrition Service Manager to oversee the operation National School Breakfast and Lunch program, summer feeding program, after-school snack program, Head Start, and commodity entitlement and grants.
- Performs personnel functions (e.g. interviewing, evaluation, supervision, coaching, counseling, disciplining, direction, training, etc.) for the purpose of maintaining adequate staffing, and enhancing productivity of personnel, developing team camaraderie, and achieving department objectives.
- Processes meal applications.
- Analyzes work methods in a school kitchen setting to achieve maximum efficiency and effectiveness and works with Nutrition Services Manager to develop and implement improvements and modifications as needed.
- Demonstrates continuous effort to improve Nutrition Services.
- Maintains appropriate purchasing procedures and tracking methods.
- Develops menus and monitors compliance at schools.
- Prepares staff development trainings for Nutrition Services employees.
- Establishes open communication interactions with Nutrition Services employees and continually builds relationships with trust and respect.
- Maintains a high level of ethical behavior and maintain confidentiality of information about students and staff.
- Makes recommendations and updates for policies, procedures and or actions related to District Nutrition Services.
- Prepares a wide variety of written material (e.g. bid specifications, correspondence, reports, procedures, work instructions, etc.) to document and evaluate activities to improve operations in accordance with quality management and continuous improvement.
- Facilitates and/or participates in meetings and workshops etc., serves as a District representative.
- Works collaboratively and proactively with District administration team.
- Perform other duties, as assigned.

QUALIFICATIONS

Education requirements:

- Bachelor's degree, or equivalent educational experience, with academic major in one of the following areas: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR
- Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR
- Bachelor's degree in any academic major and at least 5 years' experience in management of school nutrition programs.

Experience Requirements:

- At least one year of demonstrated experience in meal planning and food service work methods.

Knowledge of:

- Knowledge, understanding, and ability to implement of Federal, state, local and District guidelines, regulations and programs related to Nutrition Services such as NSLP, NSBP, SFSP & CACFP Meal Pattern Requirements, or health and safety regulations.
- Strategies for delivery of professional and personable customer service.
- Intermediate technological skills providing the ability to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports. Modern office procedures and practices including written and computerized order processing, Google Calendar and e-mail, Microsoft Office applications such as Word, Excel, Powerpoint.
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.
- Basic mathematical principles.

Other Qualifications:

- Ability to develop and maintain procedural systems and controls on computerized and manual systems.
- Self-starter with ability to work independently with minimal direction; coordinate with peers and supervisors and exercise independent judgment including appropriate decision making concerning work methods, priorities, and timelines to complete assignments.
- Ability to think strategically, proven analytical and problem solving skills, and ability to develop both short term and long term plans to meet an objective.
- Demonstrate ability to establish and maintain high profile, influential, harmonious, and collaborative working relationships across teams, functions and layers with District staff, public officials, vendors and the general public.
- Communicate effectively (both orally and in writing) in a professional, respectful, and courteous manner with students, peers, and staff.
- Exceptional interpersonal skills in leading motivating, coaching, and developing staff with ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties.
- Ability to coordinate and assist supervisor in evaluating the performance of employees.
- Follow good health and safety principles and practices.
- Skill in managing food service personnel and in directing the efficient and cost-effective use of food and preparation equipment.
- Excellent leadership skills as demonstrated by attendance, work ethic, and job performance.
- Possession of, or ability to obtain and maintain a ServSafe Certification or equivalent.
- Possession of, or ability to obtain and maintain, an Oregon Driver's License.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina and ability to occasionally lift up to 50 pounds. Frequent walking, bending, reaching, twisting, and prolonged periods of standing. Exposure to noise, heat, cold, hot and cold surfaces, and sharp and moving equipment. Requires eye-hand coordination and dexterity to prepare foods and operate equipment. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.