

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Child Nutrition Program Supervisor*

**QUALIFICATIONS:** A bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; **or** a bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and a state-recognized certificate for school nutrition directors; **or** a bachelor's degree in any academic major and at least two years of relevant school nutrition program experience; **or** an associate's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field, and at least two years of relevant school nutrition program experience.

**REPORTS TO:** Superintendent or his/her designee

**SUPERVISES:** All child nutrition program employees

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the board's policy in reference to the evaluation of personnel pursuant to *BESE Bulletin 130*

**SALARY:** 12 - Month Certified Salary Schedule

### **PERFORMANCE RESPONSIBILITIES:**

#### DESIGN AND EVALUATION - SUPERVISES THE DESIGN AND EVALUATION OF THE SCHOOL FOOD SERVICE PROGRAM FOR THE PARISH

- A. Develops comprehensive goals and objectives for developing and maintaining an effective school food service program.
- B. Develops personal goals to improve leadership effectiveness.
- C. Reviews and improves school food service operations on an annual basis.

#### LEADERSHIP – PROVIDES LEADERSHIP IN SUPERVISING AND IMPLEMENTING ALL ASPECTS OF THE SCHOOL FOOD SERVICE OPERATION

- A. Supervises and evaluates all food service employees.
- B. Provides remedial help for workers and, when necessary, recommends dismissal.
- C. Assists food service managers in all phases of the food service program including administrative details, nutrition education, menu planning, budgeting, record keeping, and cost control.
- D. Keeps in touch with all federal and state agencies in order to conform to all laws and regulations.

- E. Assists in interpretation and implementation of policies and regulations related to food service operations.
- F. Develops educational materials and conducts instruction in nutrition for food managers and students.

**MANAGEMENT - INITIATES PRACTICES AND PROCEDURES DESIGNED TO MAINTAIN AN EFFECTIVE SCHOOL FOOD SERVICE PROGRAM FOR THE PARISH**

- A. Supervises the purchasing of food and supplies as well as the allocation and use of USDA commodities.
- B. Develops an administrative budget for the total program as well as individual budgets for school food service units.
- C. Develops specifications for food service equipment, determines equipment needs and recommends purchase based on budgetary limitations.
- D. Initiates and supervises procedures for inventory control at all local units.

**STUDENT SERVICES - INITIATES PRACTICES AND PROCEDURES DESIGNED TO PROMOTE THE SUCCESS AND WELL-BEING OF STUDENTS**

- A. Develops educational materials to inform students about nutrition.
- B. Evaluates and develops food service operations designed to meet the special needs of students.
- C. Offers wholesome, well-balanced series of breakfast and lunches in a clean, attractive environment.

**STUDENT / COMMUNITY RELATIONS - INITIATES PRACTICES AND PROCEDURES WHICH INSURE EFFECTIVE COMMUNITY RELATIONS**

- A. Interprets school food service objectives to principals, teachers, students, parents, and the media, as well as the citizens of the community.
- B. Instructs individuals and groups in the principles of good nutrition as applied to food selection.
- C. Provides an open-door policy which allows for suggestions and disagreements.
- D. Oversees the allocation of free and reduced priced meals according to a fair and equitable procedure.
- E. Provides the highest quality school food service program available within the realm of the resource available.
- F. Works to achieve maximum support and understanding for the public.

**PROFESSIONAL RESPONSIBILITIES:**

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.

- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date