

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Supervisor of Child Nutrition

CLASS DEFINITION

Under direction, plans, organizes, coordinates and directs the Food Service program throughout the District. Provides training and supervision for all the Food Services Department staff in the District; and performs other related work as required.

QUALIFICATIONS

Experience: Four years experience in a food service program, including some supervision experience.

Education: Graduation from high school, or equivalent. Equivalent to the completion of a Baccalaureate degree with emphasis in home economics, institutional food management, nutrition, dietetics, or a closely related field is desirable.

Skills: Ability to document procedures within the cafeteria system as well as being able to understand written directives from a master plan document; speak and write clearly; analyze situations accurately and adopt appropriate courses of action; work harmoniously with cafeteria personnel.

SUPERVISION FROM

Chief Business Official

SUPERVISION OVER

Classified cafeteria staff

ASSIGNED RESPONSIBILITIES

1. Coordinate and compile written procedures for cafeteria support operations relative to National Lunch Program directives.
2. Visit school site kitchens on a regular basis.
3. Responsible for District compliance with the Federal and State Free and Reduced Lunch Program.
4. Provides information for State and/or Federal audits as appropriate.
5. Coordinate all district ordering of food and cafeteria supplies, and equipment, and approve payment of such.
6. Trains and evaluates all cafeteria staff.
7. Attends workshops and seminars sponsored by National School Lunch Program as necessary.
8. Responsible for approval, changes, printing and distribution of monthly menus.

9. Assists in screening, interview and selection of cafeteria personnel.
10. Assists in planning kitchens for new sites as necessary.
11. Directs and evaluates outside consultants.
12. Responsible for arranging for substitute coverage for absent cafeteria personnel as needed.

TERMS OF EMPLOYMENT

Work Year: 261 days

Work Day: Eight hours exclusive of a lunch period.

Salary Range: Proper placement on Management Salary Schedule: \$65,088 to \$73,256

Applicants shall apply at www.edjoin.org. A link to this positing may be found on the District website, www.rimsd.k12.ca.us