

JOB DESCRIPTION

TITLE: Child Nutrition Program Supervisor

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To develop and administer the school food service program within all parish schools

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory
 - a. Supervision received
 1. Directly: Superintendent
 2. Indirectly: N/A
 - b. Supervision exercised
 1. Directly: N/A
 2. Indirectly: Managers
2. Organizational
 - a. Internal
 1. Continuous contact with Superintendent and lunchroom managers
 2. Frequent contact with lunchroom employees, maintenance supervisor and principals
 3. Occasional contact with faculty, maintenance crew
 - b. External
 1. Continuous contact: N/A
 2. Frequent contact with State Department of Education and vendors
 3. Occasional contact with civic and academic organizations

B. Functions

1. Planning
 - a. Develop program of self-improvement and professional growth
 - b. Assess the needs of lunchroom staff in each school per State Department of Education regulations
 - c. Plan orientation for new lunchroom employees and in-service training programs for lunchroom managers
 - d. Assess annual budgetary requirements for processing by business manager
 - e. Plan for the purchase of food, supplies, and equipment in all kitchens by developing cumulative requisitions for processing by the business department
 - f. Plan accounting, reporting, purchasing and management procedures for kitchen operations
 - g. Develop public relations activities for food service branch of school system
 - h. Plan long and short-range goals for food services
 - i. Prepare specifications for food, supplies, and equipment for use in the lunchroom

- 2. Implementation
 - a. Administer orientation for new lunchroom managers and in-service training for all others
 - b. Accumulate and file reports and statistical data on request
 - c. Administer public relations program as planned
 - d. Conduct administrative meetings with lunchroom managers, technicians, and principals as needed
 - e. Participate in professional growth activities
- 3. Control
 - a. Maintain records of all facets of lunchroom operations for audit
 - b. Monitor administrative procedures relative to food services
 - c. Coordinate the revision of aforementioned procedures under the direction of the Superintendent
 - d. Monitor financial statements of food services

Employee's Signature

Date