



talk and hear; travel from school to school and to maneuver about the school kitchens; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high, and heat and humidity levels typical of a commercial kitchen operation.

**REPORTS TO** Assistant Director of Program Operations

#### **GENERAL RESPONSIBILITIES**

1. Monitors school food service operations for program compliance and performance with federal, state, and local rules and regulations.
2. Supervises activities of the School Nutrition Services Managers.
3. Provides on-site training for corrective action when deficiencies are identified.

#### **SPECIFIC RESPONSIBILITIES**

1. Supervises and monitors the National School Lunch and Breakfast Programs in assigned schools in compliance with federal regulations, state board rules, and school board policies.
2. Establishes goals for each nutrition service operation based on identified needs and monitors progress toward these goals.
3. Supervises and serves as technical advisor to School Nutrition Services Managers for all areas of food production, meal service, personnel concerns, and nutrition education. Provides on-site training as needed.
4. Interviews and trains School Nutrition Services Managers in assigned schools and completes their annual performance appraisals.
5. Conducts quarterly reviews to assure that district-wide menus are followed, meal production records are accurate, the food ordering system is correctly used, U.S.D.A. commodities are effectively used, inventory levels are maintained at recommended levels, and meal costs and other benchmarks are met.

6. Maintains a record of each site visitation and provides information about patterns found in program deficiencies to Assistant Director and Training Coordinator so that training programs can be developed.
7. Identifies training needs for food service employees. Provides on-site training as needed.
8. Assists with testing new recipes and products. Meets with student groups for input into menu planning and selection of new foods. Provides input to Menu Planning Committee.
9. Utilizes data from computer-generated reports to monitor financial status, inventory levels, labor hours, overtime reports, and other benchmarks.
10. Reviews staffing needs at each school site and provides input for the development of staffing formulas.
11. Participates in facility planning, development of specifications for new equipment, and establishes requirement for new and renovated food service areas. Interfaces with other administrators in regard to the maintenance of equipment and facilities.
12. Assists with revising the Nutrition Services Policies and Procedures Manual and other guidance materials annually.
13. Oversees food service responsibilities in emergency situations.
14. Performs other duties as assigned,