

## JOB DESCRIPTION

TITLE SUPERVISOR OF NUTRITION, MENU PLANNING,  
& PROCUREMENT  
DEPARTMENT OF NUTRITION SERVICES

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Nutrition or Dietetics and the successful completion of a dietetic internship. Must have the ability to supervise and evaluate managerial, technical and clerical employees. Ability to plan diets for children with special dietary needs. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read and interpret documents such as federal regulations, State Board Rules, nutrition manuals, quantity recipes, procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, students, administrators or employees of the organization.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	Current registration as a Dietitian with the American Dietetics Association required.
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work independently, given a set of basic guidelines.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, and crawl. 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 will vary from quiet while in the office to loud while in a school kitchen or classroom environment. Temperatures will vary from cool when in offices to warm in food production areas.

**REPORTS TO** Director of Nutrition Services

#### **GENERAL RESPONSIBILITIES**

1. Plans county-wide menus for the School Breakfast, Lunch and After School Care and Summer Feeding Programs and prepares a nutritional analysis for all menus to assure that the nutrition standards of the Department of Nutrition Services are met.
2. Identifies and evaluates new recipes and foods to assure program standards are met. Determines quantities of food for purchase and develops written specifications for bids.
3. Supervises the activities of the food purchasing, and ordering staff.
4. Provides training for employees in nutrition, menu planning and food production.

#### **SPECIFIC RESPONSIBILITIES**

1. Develops cycle menus taking into consideration USDA meal pattern requirements, nutrient content, student preferences, USDA donated commodities, food and supply cost and special events. Develops nutrition standards for all a la carte foods sold to students.
2. Meets routinely with managers, students, parents and teachers to obtain input into menu planning and food selection. Prepares annual surveys to determine satisfaction with products and services.
3. Identifies and tests new foods and supply products and pre-qualifies them for bid.
4. Writes specifications for food and supplies and determines quantities for bid. Evaluates bid responses, makes recommendations for purchases and monitors bid performance.
5. Completes a nutritional analysis and determines the cost per serving for all foods. Assures that all foods sold are in compliance with USDA guidelines and department standards. Prepares and disseminates meal production records to managers.

6. Works with the appropriate Area Supervisor to develop menus and/or purchase special foods and formulas for students with special dietary needs. Develops special diets as needed and provides training for teachers who work with students with special dietary needs as defined in Section 504 of the Rehabilitation Act.
7. Manages the district food ordering system and assures that the food ordering database is maintained on a routine basis.
8. Supervises the ordering and monitoring of food and supply inventories at the school district and government-contracted warehouses. Reviews inventory levels monthly.
9. Provides training for nutrition services employees in nutrition, menu planning, food production, and food ordering to assure standardization.
10. Completes the annual surveys and order forms for USDA commodities. Plans menus to utilize USDA commodities and schedules deliveries to maximize their use. Processes commodities when analysis determines it is a cost benefit to the district.
11. Assists the Area Supervisors by planning and coordinating nutrition education activities designed to help children taste new foods, increase the consumption of healthy foods in the Child Nutrition Programs and to learn to make wise food choices for a life time.
12. Assures that the monthly menus are designed, edited, printed and disseminated to the schools and the media.
13. Develops written procedures for food receiving, storage, preparation, serving and clean up, including information about work simplification and the use of leftovers.
14. Develops plans for and assists with emergency feeding.
15. Performs other duties as assigned.