

## JOB DESCRIPTION

TITLE SUPERVISOR OF PROGRAM ACCOUNTABILITY  
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 Business Administration and five years experience with School Food Service. Ability to develop budgets, monthly, quarterly and annual financial reports. Experience with accounts receivable and payable, cost control and benchmarking required. Computer skills required to include word and excel (e.g. ability to use email).
Language Skills	Ability to read and interpret documents such as federal and government regulations, technical procedures, State Board Rule, School Board Rules, and procedures manuals. Ability to write financial reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators and general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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. 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.

**REPORTS TO** Director of Nutrition Services

### GENERAL RESPONSIBILITIES

1. Supervises the planning, implementation and evaluation of all food and nutrition services programs.
2. Develops the budget and assures that purchase orders are processed correctly via the Purchasing Department and that all invoices are processed for payment correctly via the Accounting Department.
3. Assures that all meal applications are processed correctly, meal claim data is accurate and that monthly meal claims are submitted to the Department of Education for reimbursement.
4. Conducts program costs analyses, conducts audits for financial solvency and makes recommendations to Director as needed.

### SPECIFIC RESPONSIBILITIES

1. Supervises the Technology Manager Budget and Planning Manager and their staff.
2. Works with the Assistant Director of Nutrition Services with the development of the Annual Application and Agreement.
3. Assists the Director with the development of the strategic plan and marketing plan to increase meal participation. Develops program goals, objectives, strategies and systems for evaluation.
4. Develops annual benchmarks for the department and for each food preparation site. Monitors quarterly and report to Director.
5. Develops the annual budget, reviews revenue and expenditures monthly, compares benchmarking data and provides monthly reports to the Director.
6. Prepares all purchase orders and process all invoices for payment.

7. Assures that meal applications are developed, processed and verified in compliance with federal regulations.
8. Validates the Point of Sale Systems to assure reliability with meal claims. Routinely reviews new technology trends for nutrition services.
9. Coordinates the preparation of annual reports.
10. Provides financial management and cost control training and technical assistance for School Nutrition Services Managers and trainees.
11. Assures compliance with all local, state and federal rules and regulations for financial accounting, meal applications and meal claims.
12. Updates the Department of Nutrition Services Procedures Manual to include information on cash control, meal accountability, inventory levels and financial management.
13. Assists in the preparation for all state and federal audits and in the development of corrective action plans if needed.
14. Assists in the preparation of required local, state and federal reports, including the annual financial report to the Department of Education.
15. Performs other duties as assigned.