

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

AREA SUPERVISOR

SALARY SCHEDULE: ADMINISTRATIVE – H

COST CENTER: FOOD AND NUTRITION SERVICES (9021)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Nutrition, Administrative Dietetics, Institutional Food Management or Business; or an equivalent combination of education and job-related experience from which comparable knowledge and ability can be acquired. Registered Dietitian preferred.
- (2) Minimum of three (3) years successful administrative experience in School Nutrition. Dietetic Internship could qualify as regular work experience.
- (3) Successful experience in a public-school system or in quantity food preparation and service.
- (4) Successful experience in management and financial reporting and analysis.
- (5) Demonstrated ability to supervise a large number of employees.
- (6) Certification or credentialing in School Food Service within two (2) years of hire date.
- (7) Possess computer knowledge and familiarity with computer applications.
- (8) Possess knowledge of the Healthy Hunger Free Kids Act.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess in-depth knowledge of diverse subjects related to School Food Services. Ability to articulate information to employees. Management experience and ability is critical to performance. Demonstrated ability to work independently. Demonstrated ability to lead, communicate and work with others to teach basic to advanced skills. Possess computer skills and experience with Microsoft Office, and web-based technology. Ability and willingness to learn current software used by department. Ability to plan, organize and prioritize activities. Able to be ServeSafe certified within 1 year of hire date. Be familiar with the Code of Federal Regulations, child nutrition policies, and current legislation. Ability to assist with the implementation of the Healthy Hunger Free Kids Act.

REPORTS TO:

Director

JOB GOAL

To provide Food and Nutrition Services Managers and School Principals assistance and guidance to ensure program compliance and maximum operational efficiency.

SUPERVISES:

Food and Nutrition Services Managers.

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervises and organizes the Food and Nutrition Services Program in an assigned geographical area.
- * (2) Acts as liaison between personnel, Managers, Principals, and the Food and Nutrition Services Director.
- * (3) Works with the School Principal, faculty, and staff to plan and utilize School Food and Nutrition Services as a service and educational asset in the school program.

AREA SUPERVISOR (Continued)

- * (4) Performs site visits and site reviews to monitor conformance to standards established for food preparation, meal service, safety and sanitation, storage and inventory maintenance, and cash collection
- * (5) Supervises food production and service to ensure meals served are nutritionally adequate, meet high standards for flavor and appearance, and meet all Federal State and local regulations.
- * (6) Reviews figures on daily participation, Meals Per Labor Hour, plate lunch costs and financial statements. Forwards this information to Managers and gives suggestions for improvement where needed.
- * (7) Monitors Manager's food buying practices and bid conformance, and is responsible for all market orders.
- * (8) Assists managers in the placement of personnel.
- * (9) Instructs and assists managers in the correct preparation of all school center reports.
- *(10) Evaluates the performance of vendors and the acceptability of products.
- *(11) Performs site reviews to evaluate cafeterias to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.
- *(12) Demonstrates work simplification methods where needed and assists managers with new employee training and work schedules.
- *(13) Works with schools on Free and Reduced Priced Meal Applications, Meal Service and Collection procedures, and adherence to United States Department of Agriculture policies.
- *(14) Teaches and assists in Food and Nutrition Service training programs.
- *(15) Assists in the preparation of the Central Menu, and the Pre-planning and Food Production records, and solicits input on menus from Managers and students.
- *(16) Exhibits interest, sense of responsibility, and commitment to the Food and Nutrition Services program.
- *(17) Evaluates Food and Nutrition Services personnel staff.
- *(18) Assume a secondary administrative responsibility as assigned.
- *(19) Model and maintain high ethical standards.
- *(20) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Respond to inquiries and concerns in a timely manner.
- *(23) Follow all School Board policies, rules and regulations.
- *(24) Exhibit interpersonal skills to work as an effective team member.
- *(25) Demonstrate support for the School District and its goals and priorities.
- *(26) Maintain confidentiality regarding school matters.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(28) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

AREA SUPERVISOR (Continued)

*Essential Performance Responsibilities