

CHILD NUTRITION SUPERVISOR

JOB DESCRIPTION

REPORTS TO:

Child Nutrition Director

NATURE OF WORK:

Performs a variety of supervisory and instructional duties. Tasks are performed according to established guidelines and procedures.

ILLUSTRATIVE EXAMPLES OF WORK:

- The duties listed below are documented twice yearly in Observations Reports completed for all cafeterias; the supervisor may be called upon at any time to perform these duties when a need is found by the Director or requested by a Child Nutrition Manager or the North Carolina Department of Public Instruction Child Nutrition Services Section.
 - Documents that each school follows the menu as prepared by the Child Nutrition Office and USDA guidelines
 - Monitors daily production records to ensure compliance to all USDA regulations.
 - Observes food preparation and line service to assure quality and proper presentation of food.
 - Monitors the quantities of food prepared and ensures any leftovers are handled according to HACCP standards.
 - Ensures that all school employees are using proper portion control throughout the preparation and serving of food.
 - Monitors all sanitation and HACCP requirements.
 - Prepares Standardized Recipes as needed to provide cafeteria employees with proper instruction in food preparation in accordance with USDA guidelines.
 - Monitors use of Recipes by all employees and provides instruction when necessary.
 - Inspects Perpetual Inventory of all items received and used in the cafeteria; monitors stock rotation.
 - Monitors Point of Sale and cash handling procedures.
 - Ensures that all employees are following the USDA Meal Pattern and Offer vs. Serve for all student meals.
 - Informs Director of any and all problems found during these inspections.
- Prepares and distributes Daily Production Records for completion by managers.
- Coordinates menu preparation with final approval by Director.

- Completes a Semi-Annual Nutritional Analysis of menus as required by the USDA; gathers and prepares all data necessary for analysis.
- Provides on-the-job training for employees in food service equipment use and care, food production, presentation, sanitation, storage and recordkeeping as needed.
- Miscellaneous Duties:
 - Assess equipment and small ware needs of each cafeteria.
 - Attends workshops as required.
 - Prepares refreshments for Board of Education meetings.
 - Files all sanitation inspection reports as required by HAACP.
 - Receives employment applications from prospective Child Nutrition Substitutes and prepares necessary paperwork for submission to the Board of Education; maintains current list of substitutes for Child Nutrition Managers

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of food preparation and standards of sanitation and safety.
- Ability to train personnel in food service equipment use and care, food production and presentation, sanitation, storage and recordkeeping.
- Ability to comprehend and apply written and verbal guidelines and directions, then use this understanding to instruct others.
- Ability to communicate effectively orally and in writing.
- Ability to use computers and software necessary for all applicable programs in Child Nutrition.