



Job Title: Supervisor Special Projects

Exemption Status/Test: Exempt

Reports to: Director of Student Nutrition Services

Date Revised: March 2023

Dept./School: Student Nutrition Services

Pay Grade: 101

Primary Purpose:

Responsible for all aspects of special project operations- including vending, catering, bulk sales, and all off-site meal service; develop new department programs and systems; train department staff on programs; ensure quality food and service to students; monitor and assure compliance with safety, sanitation, and federal guidelines; assist in evaluations, training, and providing work to assigned staff.

Qualifications:

Education/Certification:

- High School diploma or equivalent with a minimum of ten (10) years of experience
- Serve Safe certification required upon hire (training will be provided by district)
- Clear and valid driver's license- Class B commercial license for food bus required upon hire (training will be provided by district)
- Associate's degree with a minimum of five (5) years of experience preferred

Experience:

- Minimum of ten (10) years of experience in a related field with a High School diploma equivalent **OR**
- Minimum of five (5) years of experience in a related field with an Associate's degree

Special Knowledge/Skills:

- Demonstrate knowledge in school food service management, quality assurance, menu planning, catering, marketing, and promotions
- Demonstrate knowledge in project planning and collaborating with a team to implement projects
- Demonstrate outstanding interpersonal skills in communication, both verbal and written form, training, and presentation skills at all levels
- Demonstrate knowledge of the Microsoft Office suite of products (Word, PowerPoint, Excel etc.)
- Demonstrate the ability to train others on frequently used computer programs
- Demonstrate knowledge of, NSLP, SBP, SFSP, and CACFP regulations
- Demonstrate organizational skills with the ability to work with detailed records
- Demonstrate the ability to work in a high-volume, face-paced environment
- Demonstrate the ability to work positively and cooperatively with coworkers
- Demonstrate the ability to represent the district to the public positively

Major Responsibilities and Duties:

1. Develop, implement, and oversee a new department meal vending program.
2. Service department vending routes as required.
3. Fulfill district catering requests.
4. Responsibilities include but are not limited to purchasing necessary items, delivery, and set-up.
5. Develop, implement, and oversee the new department food bus usage for offsite meal service.
6. Work with district personnel and cafeteria managers to coordinate bulk sales program.

7. Maintain records to ensure proper service and sanitation of equipment and stocking procedures.
8. Assist in developing recipes, packaging, and bid specifications pertaining to areas of responsibility.
9. Serve as a liaison between the department and campus principal or other district personnel pertaining to areas of responsibility.
10. Conduct surveys to obtain customer suggestions and feedback on offerings.
11. Participate in the department training program pertaining to areas of responsibility.
12. Provide leadership to assure consistency and compliance with all policies and procedures.
13. Assure HACCP food safety practices are implemented in all areas of responsibility.
14. Monitor and assure compliance with local, state, and federal guidelines.
15. Review profit and loss statements for the areas to achieve department goals.
16. Monitor food costs to align with department goals.
17. Foster an environment where open communication and feedback from students, staff, and employees are encouraged and valued.
18. Perform all duties as assigned.

Supervisory Responsibilities:

Monitor work and issue work assignments to assigned staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; district vehicle; kitchen equipment.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; long durations standing up.

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse.

Lifting: Must routinely lift and/or move up to 40 lbs.

Environment: May work prolonged or irregular hours; frequent district wide travel.

Mental Demands: Work with frequent interruptions and maintain emotional control under stress.

Transportation: Ability to drive a full-sized school bus. Must obtain a Class B driver's license within six months of employment. Required to drive a district van and personal vehicle.

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____