



JOHNSTON COUNTY SCHOOLS

P.O. Box 1336 • SMITHFIELD, NC 27577
919.934.6031 • 919.934.2586 (FAX)

VACANCY ANNOUNCEMENT

DATE: June 17, 2015
POSITION: Child Nutrition Supervisor/Foods/Menu
PAY GRADE: 73 (\$3,494)
LOCATION: Child Nutrition Services
TERM OF EMPLOYMENT: 12 months

KNOWLEDGE AND RESPONSIBILITIES:

- Teaches nutrition education to child nutrition staff and students, provides nutrition education resources to teachers and conducts workshops in nutrition education to teachers and students
- Develops programs and items to promote details of the child nutrition program. Develops materials for the promotion of food items and/or meals offered in the program
- Updates Nutrikids Software or nutrition software with all food/nutrient content and purchased commodity food information
- Creates standardized recipes and monthly cycle menus
- Works with and assists in the development of food bids and bid materials, works with the menu/food related operations of the school system not limited to, but, including food orders, evaluating food orders, assists in physical inventory of the central unit, completion of nutrient content and carbohydrate count for meals, etc.
- Works with special diets for students with special needs and special dietary needs
- Works with food related operations
- Works with catering projects as needed upon request
- Supervises a specific number of assigned schools
- Conducts reviews in assigned schools, checks procedures of operations to follow child nutrition policies, assists in evaluating managers in the assigned review schools and reports to the child nutrition director
- Completes any other assignments/duties requested by the Child Nutrition Director

ACCEPTABLE TRAINING AND EXPERIENCE:

- Bachelor's degree in nutrition or a food-related field is required and a Registered Dietitian/Licensed Dietitian/Nutritionist in North Carolina preferred but not required. Culinary background preferred. Child Nutrition experience preferred. Must have transportation to travel to assigned schools.

PHYSICAL REQUIREMENTS:

- Must be able to climb a ladder, lift and move boxes/pans occasionally, withstand cold temperatures in a freezer while wearing an insulated jumpsuit.

APPLY TO: Simpson Building
Human Resource Services
934-6032 ext. 8036

***For all questions, please contact Dana Edwards, Child Nutrition Director, at 919-934-1304 x 104 or danaedwards@johnston.k12.nc.us**

DEADLINE: Until Filled

The Johnston County School System is an equal opportunity employer and does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.