

**Onslow County Schools
VACANCY ANNOUNCEMENT**

CHILD NUTRITION REGISTERED DIETITIAN & SUPERVISOR

POSITION TITLE: Child Nutrition Supervisor and Registered Dietitian

REPORTS TO: Child Nutrition Director

TERM OF EMPLOYMENT: 12 months

SALARY: State Scale

NATURE OF WORK: An employee in this class provides support to the Director by supervising a group of school cafeterias. The employee participates in the development, implementation, and oversight of the policies and procedures that govern the school system's child nutrition program. The employee exercises discretionary judgment within broad policies and procedures. Errors by the employee could result in serious disruption of the food service, undesirable facilities, and/or loss of money. The employee receives general direction. The employee may provide general supervision to several site managers.

JOB SUMMARY: Under the direction of the Child Nutrition Services Director with limited supervision, performs technical, administrative, and managerial work to provide leadership and ensure that the mission and goals of Onslow County Schools Child Nutrition Program are met. Work involves supervising and leading a team of school cafeteria managers and serving in a mentoring role for the department in order to provide resources, information, and direction to facilitate the success of site-based cafeteria personnel. Position is responsible for setting protocol, providing training, establishing audit procedures, and monitoring performance of site-based managers and support personnel. Position is expected to develop site-based managers and support personnel to become independent thinkers and to use sound judgment (based on established standards and protocol) in solving day-to-day problems by directing them to the appropriate resources.

Responsible for updating Hazard Analysis Critical Control Point (HACCP) notebooks as well as staying abreast of new HACCP regulations and practices.

Registered Dietitian Specific: The RD will have a general hands on knowledge experience of the tasks of the supervisor. The position is responsible for the development of recipes and school district menus as well as update nutrition software with all food/nutrient content based on current product specifications. Works with students with special dietary needs. Responsible for updating Meal Production Records as needed throughout the year. Takes input from student taste tests, staff input for acceptable preparation and service, supervisor experience of labor restrictions, and direction of financial constraints.

TYPICAL DUTIES: Conduct random inspections and site visitations to assure departmental standards of safety and sanitation are met. Monitor production and service functions daily to assure quality, quantity, and sanitation standards are maintained. Provide in service education

for employees to include sanitation, safety, food preparation, and other pertinent areas according to departmental procedures. Interpret, implement, and enforce written procedures regarding sanitation and safety. Maintain accurate, current personnel records. Certify department time sheets. Monitor equipment to assure it is maintained in good repair. Suggest alterations in the master menu as appropriate. Monitor the accuracy of employees in conducting inventory, receiving and storing functions, etc. Determine and monitor costs of recipes and menu items. Implement and enforce security procedures. Develop and implement a child nutrition marketing program. Perform other related duties as assigned. Coordinate menus according to meal pattern. Develop user friendly recipes with available products.

KNOWLEDGE, SKILLS AND ABILITIES:

Applied working knowledge of quantity food production including preparation and service, storage, sanitation, and safety. Basic knowledge of nutrition as it applies to school age children. Application, care, and maintenance of food service equipment. Principles and practices for supervision and training. Apply practical oral and written communication skills. Apply and implement record keeping techniques.

Ability to: Apply professional knowledge and administrative ability to assist in implementing a district-wide school nutrition program. Plan cost effective menus and determine appropriate supply needs.

Supervise the preparation of large quantities of food in a sanitary and safe manner. Reason logically and respond independently and creatively. Provide skilled leadership in food service operations. Establish and maintain cooperative working relationships with administrators, teachers, pupils, subordinate personnel, and the general public. Train, supervise, and evaluate the performance of assigned personnel effectively in order to motivate to maximum productivity. Analyze situations accurately and adopt a decisive, appropriate, course of action. Communicate effectively, both orally and in writing.

Physical ability: 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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS May be exposed to extreme hot and cold temperatures, either while cooking or storing/retrieving items from the freezer. Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting and carrying moderately heavy and/or bulky items. Extended periods of sitting. Occasional prolonged and irregular hours. Exposure to loud noises, gases, and fumes. Requires maintaining emotional control under stress.

EDUCATION AND TRAINING:

REQUIRED: Bachelor's degree in food services management, nutrition, or a related field required. Registered dietitian with the Commission of Dietetic Registration, or a Licensed Dietitian/Nutritionist, licensed by NC Board of Dietetics/Nutrition preferred. Three to five years of

experience in food service management or a related field, with some experience in a leadership role preferred. Must possess and maintain a food protection manager certification recognized by the North Carolina Health Department. Knowledge of the USDA regulations and guidelines a must. Must be able to operate district or personal vehicle to travel independently and continually to district sites to inspect and conduct work or respond to emergencies.

Interested Candidates may apply online at <http://www.applitrack.com/onslow/onlineapp>

For more information please call the Child Nutrition Department at 910-478-3480.