

Charlotte Mecklenburg Schools
Supervisor, Area Child Nutrition
Child Nutrition Director
Open Date04/11/2016
Closing Date04/29/2016

Summary: The Area Supervisor is responsible for implementing, monitoring, and evaluating all aspects of the school based CN program to ensure that school meals are nutritious, appealing, and cost effective. They provide expert knowledge of the food service industry to assist in developing CMS and Child Nutrition policies and procedures used in the management of staff in compliance with State/Federal laws and regulations. They facilitate departmental improvements through the creation of a positive work environment, analyzing program needs and developing program goals and action plans. The Area Supervisor is responsible for recommending facility and equipment improvements, monitoring food production, food security, sanitation, employee safety, human resource management, meal accountability, and monitoring departmental key performance indicators for their assigned schools. They regularly interact with the school principal and staff to promote CN as an integral part of the school program.

Essential Duties: (These duties represent a sample and may vary by position.)

Visits assigned schools on a regular basis to monitor operations and conduct required audits and reviews.

Interprets policies and procedures to child nutrition managers, principals, and parents and ensures compliance with federal, state, NCDPI, and local laws, policies and regulations.

Advises subordinates of performance standards, observes and documents performance, prepares corrective action plans, prepares periodic performance appraisals and action plan follow-up appraisals, and assists cafeteria managers in solving personnel problems.

Provides on-the job training for employees in food production, sanitation, point of sale software, and USDA program regulations, and customer service standards.

Evaluates school facility and equipment needs and submits request for improvements to the Facilities and Equipment Specialist.

Determines staffing levels in compliance with approved labor formula to ensure optimal productivity, interviews candidates for employment, and approve payroll documents.

Develops, implements, and monitors internal controls to ensure financial accountability and program integrity, reviews monthly operating statements and key performance indicators for assigned schools, establishes cost control goals and develops strategies with cafeteria manager for addressing issues.

Develops and teaches classes in critical areas of compliance to new managers, existing managers, senior workers, and workers.

Acts in an on-call capacity to handle emergency calls related to refrigeration, plumbing, staff and natural disasters.

Attends national, state, regional and local meetings and conducts appropriate staff meetings to share information and provide direction.

Performs related duties as assigned.

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Salary: From 47,070.40

Salary: To 56,888.00

Teacher Scale: N

Minimum Educational Requirements: Bachelors

Term: 12 Month

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