

UNION COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SCHOOL NUTRITION PROGRAM SUPERVISOR

FLSA STATUS: EXEMPT 12-MONTH

GENERAL STATEMENT OF JOB

Will work with others in the development of the overall School Nutrition Program, under the supervision of the School Nutrition Director. Will provide training for employees and a program of education for students and staff in the Union County Public Schools.

SUPERVISORY RELATIONSHIPS

Will report directly to the School Nutrition Director.

ESSENTIAL JOB FUNCTIONS

Conduct on-the-job training. This would be overall plan for the improvement of employee skills and to help prepare employees for promotion through training and testing on-the-job and help promote qualified people.

Reviews School nutrition units, which show irregular operational costs.

Train managers in procedures for calculating cost of food and labor. Make surveys of assigned School nutrition units and prepare reports as a result of school visits, indicating the general condition of the cafeteria regarding compliance with instructions, food preparation, sanitation, and general working conditions.

Interpret policies and plans of procedure to School nutrition managers and principals.

Aid managers in solving personnel problems.

Aid managers and principals in adjusting any difficulties between School nutrition and instructional staff.

Make regular and oral reports to the director on conditions existing in School nutrition units.

Overall supervises of computer training and problem solving on site.

Works with the personnel in the individual schools to promote the School nutrition program as an integral part of the school program.

Assist in developing school nutrition information for distribution to parents and for the schools publicity program.

Assist in work with parents and other groups to acquaint them with the School nutrition program and enlist their support and participation.

Supervise and participate in all reviews of cafeteria programs (federal, state and local).

Other duties as assigned by the School Nutrition Director.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in food services management, nutrition, business, or a related field, with some experience in School nutrition software; or any equivalent combination of training and experience which provides the required leadership skills, knowledge and abilities.

Interpersonal Communications: Requires the ability to speak and/or signal to people to convey or exchange information.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to follow written and oral instructions. Applicant must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide.

Motor Coordination: Requires the ability to coordinate the eyes and hands to use a keyboard.

Interpersonal Temperament: Requires the ability to deal with people and receive instructions. Applicant must be adaptable to performing under minimal to moderate levels of stress.

Physical Communication: Requires the ability to talk and hear.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the use of standard office equipment

Knowledge of advanced accounting clerical methods

Knowledge of word processing and familiarity with required computer programs

Ability to demonstrate proper phone etiquette

Ability to establish and maintain effective working relationships with all levels of staff, managers, principals, and parents

Ability to maintain confidentiality

Ability to exercise independent judgment and initiative in completing work assignments

Ability to train office personnel as needed

HOW TO APPLY

Interested parties should apply on-line at

http://www.applitrack.com/ucps/onlineapp/_application.aspx?starting=true