



# HENDERSON COUNTY PUBLIC SCHOOLS

414 Fourth Avenue West, Hendersonville, NC 28739-4261  
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## Vacancy Announcement

February 5, 2018

The Child Nutrition Services of Henderson County Public Schools is accepting applications for the position of Child Nutrition Supervisor. The acceptance of applications will close on Friday March 16, 2018.

This is a 12 month position eligible for the NC State benefit program to include health insurance, retirement, accrued annual leave and sick days. Salary is commensurate with education, experience and local salary schedule.

Work schedule is Monday through Friday 8 a.m. till 5 p.m. except summer schedule is a four day week with 10 hour days. Occasional extra hours are required for special events.

Interested parties should submit a letter of introduction and professional résumé to: Robert A. Rolfe, Child Nutrition Director, 96 School House rd. Mills River, NC 28759. Or, email with attachments to: [rolfe@hcpsnc.org](mailto:rolfe@hcpsnc.org) additionally, the applicant must have an active application on the state employment website; follow the employment links on our website to complete this process.

**Qualifications:** Possession of a Bachelor's Degree in Dietetics, Nutrition, Food Service Management or a closely related field. Minimum of two years successful supervisory experience related to your degree. Preferred five year work experience in a foodservice or dietary field, or combination thereof.

**Nature of work:** Reports directly to the Child Nutrition Director. Supervises school cafeteria Managers and facilitates personnel, technical and maintenance needs of the school Child Nutrition programs. Develops and implements menus and recipes in compliance with USDA and State mandated nutritional guidelines. Provides support to the free and reduced specialist in the processing of applications. Coordinates the procurement and maintenance of all kitchen equipment. Performs nutritional analysis of menus. Leads the Catering production team

### Performance Tasks

- **Human Resource Management:** Evaluate performance of cafeteria managers in conjunction with school administrators in order to provide support and direction towards optimum job performance. Assist managers in identifying problems and offer counsel towards constructive solutions. Facilitate the hiring and disciplining of cafeteria employees. Evaluate staffing requirements and patterns, directing adjustments as necessary. Conduct employee training, including orientation, task-specific, policy updates, staff development and system implementation.

- **Program Accounting:** Review point of sale records to assure proper transactions and tracking of account charge balances. Assist the managers in identifying variances in teller transactions. Analyze monthly financial statements to identify unusual expenditures and implement corrective measures as needed. Perform annual reviews to assure compliance with Federal, State and Local regulations pertaining to operating the school lunch program and claims for reimbursement.
- **Procurement/Inventory control:** Regularly survey new products to assess compatibility with CN Program needs. Prepare product specifications for bid requests. Maintain a good working relationship with vendor and manufacturing representatives. Create menus to best utilize subsidized food products (USDA commodity, special produce, Farm to School). Spot check storage facilities and production sites to assure product quality. Review purchase orders to help identify over usage, waste or theft.
- **Equipment and Facility Management:** Coordinate maintenance needs of the cafeterias through direct contact with managers and personal evaluation of the problem. Directs repairs to appropriate department or contractor. Assess needs for new equipment in conjunction with managers and recommend appropriate products. Arrange for/or provide proper training for newly installed equipment.
- **Food Service:** Plan menus to comply with established nutritional standards. Provide production records for managers with the required information needed to produce and record daily meals. Review these records frequently to assure menu adherence and proper record keeping. Assure standardized recipes are in use. Develop recipes for new products and implement within the schools. Conduct taste tests and gather student feedback on proposed new items.
- **Sanitation and Safety:** Watch for cleanliness and general sanitation and safety issues during school visits, address as necessary. Follow up on Health Department inspections. Conduct sanitation and kitchen safety training. Remain informed of current trends and regulations.
- **Nutrition Education and Public Relations:** Develop and conduct education activities for the school community. Participate in School activities as requested i.e. career days, staff development.

