

Child Nutrition Field Supervisor

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

Job Title: Child Nutrition Field Supervisor **Department:** Child Nutrition

Grade 500
Calendar 12 month

Job Description

Date Reviewed: May 2018

Reports To: Child Nutrition Director

Purpose of Job:

The purpose of this job is to provide supervision of the Child Nutrition Field Managers, Manager Trainee program, and their direct reports for the overall efficient operation of the school cafeterias for the ultimate health, comfort, and benefit of the students. Duties and responsibilities include but are not limited to; supervising the Field Managers and trainees, ensuring school cafeterias follow proper procedures and regulations related to the ordering, receiving, storing, handling, preparation, serving, and sale of food; conducting trainings, interviewing/screening/selecting candidates for Child Nutrition staffing recommendations to HR by the Child Nutrition Director, determine/carryout appropriate disciplinary action recommendations to HR by the Child Nutrition Director, providing important documents/reports to key Child Nutrition personnel, maintaining strict confidentiality, and overseeing Child Nutrition Field Managers and Manager Trainees with training staff, disciplinary actions, and overall supervision. Primary backup/secondary contact for the Child Nutrition Director for the operations side of the department.

Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversee field managers, manager trainees, managers, leads, floaters, cafeterias, and cafeteria employees.

Supervise the smooth, efficient, timely, and effective coordination of appropriate and various documentation from the operations side of the Child Nutrition Department with the Human Resource Department.

Required to possess extensive knowledge of all Child Nutrition Department guidelines/regulations, policies, and procedures.

Responsible for developing and implementing detailed operation procedures to be utilized in the cafeterias.

Child Nutrition Field Supervisor

Responsible for evaluating programs, facilities, and employees and giving tactful, constructive criticism for the purpose of improvement.

Develops and maintains effective working relationships.

Develops, and supervises the implementation of new concepts to increase overall participation.

Required to effectively concentrate on multiple tasks simultaneously with constant interruptions.

Required to perform job functions with minimum supervision.

Required to clearly, professionally, and effectively communicate both verbally and in writing.

Supervise and oversee all communications provided by the field staff and their direct reports, to ensure they are clear, professional, appropriate, and effective.

Required to diffuse difficult situations professionally, appropriately, and quickly using sound decision making skills in high pressure situations.

Responsible for identifying food products consistent with standardized recipes and assist with development of these recipes.

Required to walk and stand for up to 8 hours while inspecting cafeterias, carry materials weighing up to 40 pounds, and function at a desk in an office environment

Oversee the evaluation of cafeteria programs through onsite appraisal of cafeterias to include, food quality inspections, sanitation reviews, and review all required reports and records in order to ensure compliance with state and federal regulations.

Review work schedules, observes employees; confers with manager and employees to ensure that any problems and concerns are properly addressed.

Schedules regular visits with the field manager to schools to encourage communication and ensure efficient cafeteria operations.

Interprets food service policy and procedure to ensure that managers understand the regulations and cafeteria operations comply with Federal, State and Local laws.

Develop, implement, demonstrate, and explain proper job procedures: Schedules and reviews reports and records; distributes corrections and changes to improve manager performance.

Child Nutrition Field Supervisor

Supervise Child Nutrition Field Managers and Manager Trainees in setting goals and action plans to keep the cafeterias operating efficiently and financially sound.

Liaison between the school cafeteria and the school administrative staff and the Child Nutrition Department.

Assists in Development of Standardized menu cycle, standardized recipes, line decoration, merchandizing of lines, proper portion training

Supervises the operations side of the Child Nutrition Department to ensure the high standards of health and safety are maintained through regular visitation to all cafeterias in the district.

Supervises and conducts comprehensive onsite reviews as guided by Federal and State requirements for breakfast and lunch and provides documentation of areas of concern to the Child Nutrition Director.

Assists Child Nutrition Director with the Administration of personnel policies and the evaluation of Child Nutrition Field Managers, Managers, Trainees, and assistants.

Insures, through oversight and onsite visits, that the menus that are developed at the Child Nutrition office are followed without deviation in the school cafeterias.

Monitors cleanup operations for kitchens, serving lines, storage and dining areas.

Oversees that Marketing and Promotions development is carried out in the cafeterias as directed.

Assists with special diets and restrictions for students in conjunction with the Child Nutrition Support Analyst

Supervises Manager Trainees and schedules training sessions

Schedule, conduct, and supervise training classes to include the following but not limited to; proper use of the Food Buying Guide, portion sizes, utilization of standardized recipes, cashiering, offer vs serve, HACCP, production records, promotions and effective utilization of the job journal for all field managers, managers, manager trainees, and staff within the Child Nutrition program.

Participate in ongoing professional development training of all employees to further enhance knowledge and skills and stay abreast of changes in guidelines/regulations.

Screen applicants for potential candidates for hire with Child Nutrition Department.

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Responsible for following-up on Child Nutrition new hires and substitutes within the district to make sure they are meeting departmental needs and that their needs from the department have been met.

Provide oversight of all employee hours in the time management system associated with the cafeterias throughout the district and approve field manager's time within the same system.

Assist with disciplinary actions and steps of staff evaluation.

Work with Child Nutrition Director and Child Nutrition managers to resolve customer concerns relating to Child Nutrition department.

Evaluate programs, facilities and employees. Give tactful and constructive criticism for the purpose of overall improvement.

Develops and coordinates manager trainee program, all in-services, and monthly manager meetings.

Plan, disseminate duties, and conduct employee training for the purpose of providing information relative to employment benefits, hours of work, schedules, time-off, general work expectations, and ensuring completion of forms.

Coordinate with district personnel for the purpose of implementing and maintaining services and /or programs.

Implement assigned activities and/or projects (e.g. storage of food and supplies, security of food and supplies, preparation and serving of food, serving lines, cleanup operations for kitchens, USDA regulations, etc.) for the purpose of complying with regulatory requirements and established guidelines.

Recommend policies, procedures, and/or actions for the purpose of providing direction for meeting the district's goals and objectives.

Oversight of records and reports to ensure they are maintained for the desired timeline.

Promote public interest in and understand the school food service program for the purpose of improving relations with students, principals, teachers, parents and others on resolving issues and concerns.

Work with the Child Nutrition Director to plan, organize, and implement annual all employee in-services and awards/appreciation events.

Execute high-level responsibilities for district-wide locations with the ability to maintain excellent time-management and organizational skills.

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Implement the chain of command for Child Nutrition.

Additional jobs as assigned by the Child Nutrition Director

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in foodservice management, or related field, a minimum of 5 years of total management experience is preferred, of which, 2 years are preferred to be in multi-unit management. Related qualifying experience may be considered, as a substitute, for the college requirement. A Master's degree in a related field may be considered, as a substitute, for additional experience. Additionally, prefer 5 years of multi-unit operations management experience of which should be in the successful operation of school cafeterias or food service establishments. Other previous management experience and/or additional education may be considered.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools, and equipment such as stoves, ovens, deep fryers, mixers, steamers, slicers, food processors, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Child Nutrition Field Supervisor. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Child Nutrition Field Supervisor.

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VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using cafeteria and kitchen equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, cafeteria and kitchen equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the position of Child Nutrition Field Supervisor.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures and activities of the School System and cafeteria operation practices as they pertain to the performance of duties relating to the job of Child Nutrition Field Supervisor. Has general knowledge of cafeteria practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, embers of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations,

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procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret food production reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date