

## **SUPERVISOR OF SCHOOL NUTRITION SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** Under direction of the Broome-Tioga BOCES, School Nutrition Services Management, this position oversees the efficient and economical operation of a school district's food service program. This position differs from that of a higher-level departmental employee who has responsibility for multiple districts. The Supervisor of School Nutrition Services oversees multiple kitchens in one district. This position is employed by BOCES and not employed by the individual district. General oversight and direction is exercised over the work of one or more of the school district's Cook Managers and other food service program personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs and oversees the preparation and service of meals served in the district's food service program;  
Ensures approved standards of sanitation, health, and safety;  
Monitors the and maintains the storage and care of foods government commodities, supplies, and equipment for the district;  
Oversees the distribution of supplies, the maintenance of inventories and related records;  
Monitors the collection of and accounting for cash receipts;  
Participates in the selection process regarding staff assignments;  
Schedules and conducts interviews;  
Hires through Board approved process;  
Coordinates and/or conducts all training for new and existing employees;  
Completes district staff performance evaluations;  
Reviews records relating to program activities, including personnel, supplies and equipment;  
Submits requisitions for foods, supplies, and equipment;  
Places orders with vendors using bids provided by Nutrition Services Management;  
Interacts with students, other personnel and the public;  
Fills in for district staff as needed;  
Visits all buildings in the district on a weekly basis;  
Assists with district menu planning;  
Assists with the receiving and proper storage of food and supplies;  
Monitors students with allergies with the assistance Of the Broome-Tioga BOCES School Nutrition Services management and district nurse.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of principles and methods of food preparation and service, and of kitchen management;  
Good knowledge of health and safety hazards in large-scale food preparation and service;

Working knowledge of New York State codes and regulations which apply to the operation of a large-scale food service system;

Ability to prepare and review records for detail and accuracy;

Ability to plan and review the work of others;

Ability to compile accurate data and information to support stake holders requests;

Ability to articulate ideas and information effectively;

Ability to deal effectively with people;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain cooperative working relationships;

Ability to perform administrative tasks;

Ability to perform common office record-keeping tasks;

Ability to operate technology devices and utilize other related and other related equipment and software;

Initiative;

Tact and good judgment;

Courtesy;

Resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in food science, nutrition, institution management or closely related field and one year of experience in institution management, hotel administration, restaurant management, or in institutional or large-scale food preparation; OR
- B) Three years of experience in institution management, hotel administration, or restaurant management, or in institutional or large-scale food preparation; OR
- C) An equivalent combination of training and experience as indicated between the limits of A), and B) above.

**NOTE:** Education beyond an Associate's degree in the specified fields can be used to meet the experience requirement; thirty credit hours equates to one year of experience.

**SPECIAL REQUIREMENT:** Possession of a valid Driver's License is required throughout employment in this position.