

**JOB DESCRIPTION**  
**National School District**

**CNS AREA SUPERVISOR**

---

**Purpose Statement:**

The job of CNS Area Supervisor is done for the purpose/s of managing the District's Child Nutrition Services program, assigned personnel and related activities under the direction of the Director of Child Nutrition Services; ensuring proper food preparation, presentation, and storage at all locations; preparing daily menus and related production and financial reports; and supporting the Director in planning, researching and evaluating the CNS operation.

---

**Essential Functions**

- Communicates with site administrators, staff, parents and others for the purpose of providing information and/or direction regarding Child Nutrition Services operations.
- Coordinates food service schedules (e.g. site employees, promotional events, etc.) for the purpose of providing coverage for special events and daily operations.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects Child Nutrition operational sites (e.g. sanitation, nutrition requirements, facilities, equipment, personnel, etc.) for the purpose of ensuring services are provided efficiently and in compliance with district, state and federal health and safety standards.
- Monitors department finances (e.g. tracking food cost, labor cost, supply cost, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Orders equipment and supplies for the purpose of maintaining an adequate inventory to provide nutritional services efficiently, within budget guidelines.
- Oversees multiple site operations (e.g. monitors meal accounts, evaluates new products and/or menus, etc.) for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health requirements.
- Oversees safety and sanitation procedures for the purpose of maintaining sanitary conditions and meeting health and safety regulations.
- Participates in meetings, inservice training, workshops as an attendee or facilitator for the purpose of receiving and/or conveying information regarding Child Nutrition Services.
- Performs functions as required of another position within area of responsibility (e.g. serving/storage of food, cook meals, bake goods, proper temperatures, etc.) for the purpose of providing overall coverage of food service operations.
- Prepares a variety of documents and reports (e.g. menu analysis, meal program records, inventory reports, reconciliation reports, cash summaries, payroll sheets, training materials, requisitions, etc) for the purpose of providing written support and/or conveying information.
- Promotes food service operations and special events for the purpose of expanding services and developing nutrition habits in students.
- Recommends policies, procedures and/or actions for the purpose of supporting assigned Administrator.
- Researches new products, vendors, regulations, etc. for the purpose of recommending purchases, contracts and/or ensuring compliance with current regulations.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.

- Supervises Child Nutrition Site Managers, and other personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Supports CNS Director (e.g. research, plan and evaluate current and proposed programs and products; analyze, test and evaluate new food products, etc.) for the purpose of promoting efficiency, economy and success of CNS program.
- Trains CNS managers and other food service workers on both formal and informal basis (e.g. food handling and preparation, sanitation, safety, etc.) for the purpose of achieving departmental work goals; enhancing employee performance; and complying with health and safety standards.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in a school site kitchen; operating standard office equipment using pertinent software applications; planning and managing food production for multiple sites; preparing and maintaining accurate records; administer policies, laws, rules, and regulations; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Hazardous Analysis Critical Control Point (HACCP) principles; safety practices and procedures; quantity scratch cooking, nutrition and dietary guidelines; food safety requirements; child nutrition program requirements; methods of food ordering, storage and handling; principles and practices of supervision and training; and basic bookkeeping

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: setting priorities; adapting to changing work priorities; maintaining confidentiality; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with frequent interruptions; establishing and maintaining cooperative working relationships; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 15% walking, and 51% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Community College and/or Vocational School degree with study in job related area.

#### **Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

#### **Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability  
ServSafe Certificate  
Food Safety Managers Training Certificate

#### **Continuing Educ. / Training**

Maintain Certification(s)

#### **Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

---

FLSA Status

Approval Date

Salary Grade

Exempt

6/13/2007

Clsfd 40