



Oneida Special School District

Job Description

Position Title:	School Nutrition District Supervisor
Reports To:	Director of Schools
Job Goal:	Oversee all aspects of School Nutrition program for the District
Term of Employment:	12 Months

Responsibilities: (Include but are not limited to)

- Collaborates with internal and external personnel
- Compiles data from a variety of sources (payroll, lunch counts, and budget expenditures) to the purpose of evaluating information, analyzing issues, monitoring programs and/or preparing reports.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Inspects school lunch facilities and operations for the purpose of ensuring standards of health and safety are maintained.
- Manages a wide variety of programs (contract programs, nutrition education, government commodities) for the purpose of ensuring district compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balance, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or financial practices are followed.
- Oversees district's free/reduced application and verification processes for the purpose of ensuring that processes are followed according to regulatory requirements.
- Participates in meetings, workshops, and seminars, for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (recruiting, interviewing, hiring, and training, scheduling, supervisor evaluations) for the purpose of maintaining adequate staffing, enhancing productivity, and ensuring that standards are achieved and performance is maximized.
- Plans and reviews all menus for district breakfast and lunch service program, including planning of meals for students with special diets for the purpose of complying with Federal Nutrition Standards.
- Prepares a variety of materials (menus, monthly state and federal reports) for the purpose documenting activities, providing written reference and/or conveying information.
- Researches a variety of topics (new products, safety and health requirements, laws, regulations) for the purpose of recommending purchased, contacts, and maintaining district wide services.

- Responds to a variety of inquiries for the purpose of identifying issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- Bachelor's degree or equivalent educational experience* with academic major in specific areas**;
- **or** Bachelor's degree in any academic major **and** state-recognized certificate for school nutrition directors;
- **or** Bachelor's degree in any academic major **and** at least one year of relevant school nutrition programs experience;
- **or** Associate's degree or equivalent educational experience* with academic major in specific areas**, **and** at least one year of relevant school nutrition programs experience;
- **or** High school diploma (or GED) **and** at least three years of relevant school nutrition programs experience.