

**JOB DESCRIPTION
PITT COUNTY SCHOOLS**

Position Title: School Nutrition Supervisor/Registered

Dietitian Reports to: School Nutrition Director

Supervises: School Nutrition Managers and Employees

Knowledge, Skills

Abilities Required: Knowledge of the principles of sound nutrition, special diets, and requirements of Child Nutrition Programs. Ability to implement requirements, maintain accurate records and to communicate and work effectively with others.

Education,

Training Required: Preferred: Bachelor of Science Degree in Nutrition and certification as a Registered Dietitian with the Commission on Dietetic Registration of Academy of Nutrition and Dietetics. Must be licensed with the state of North Carolina to practice Dietetics and five years experience in School Nutrition related field; or an equivalent combination of training and experience which provides the required leadership skills, knowledge and abilities.

Term of

Employment: Twelve months

DUTIES AND RESPONSIBILITIES:

Food Production and Service

- Knows, understands, and implements the requirements of the USDA Child Nutrition Program.
- Organizes and leads a committee to plan cycle menus for the school year, catered sites and summer feeding programs. Uses the cycle menus as a basis to plan monthly menus. Changes menu items due to availability of foods.
- Helps coordinate product testing and yield testing of standardized recipes.
- Enters menu data in nutrition software as foundation for production records and menu analysis.
- Works with other Supervisors & SN Procurement Specialist to ensure standardized recipes have the correct information from specification sheets, noted allergens and other required HACCP data.
- Nutritionally analyzes monthly menus to ensure the provision of USDA and the Nutritional Standards are met.
- Ensures centralized menus are printed and distributed to schools and other departments and organizations.

Special Dietary Needs & Nutrition Education/Promotion

- Provides special menus and food modification instructions and information to those schools that have students with special dietary needs. Purchases special needs food equipment as needed.
- Collaborates with school staff, nurses, teachers, parents, physicians and other health

professionals to meet the special food and /or nutrition needs of children, as appropriate

- Determines monthly Taste Explorer items for sampling and develops information handouts for teachers, activity worksheets for students, and nutrition analysis of those items.
- Develops procedures for collecting customer feedback that may include, but is not limited to, surveys, taste panels and student focus groups.
- Promotes healthy eating habits and provides guidelines for selecting healthy meals and snacks through nutrition education, signage and appropriate marketing.
- Conducts nutrition programs as requested by teachers and works with special programs to develop nutrition education information.

Purchasing, Storage, and Inventory

- Evaluates food products considering price, quality, and nutritive value.
- Inspects food and supplies delivered to assigned schools to ensure quality of products received meets bid specifications.
- Advises managers in preparing requisitions, storing foods, and controlling inventories.
- Coordinates with School Nutrition office staff to keep up-to-date on inventory and USDA commodities.

Equipment and Facility Management

- Surveys kitchen equipment performance and arrangement in designated schools.
- Recommends repair, rearrangement, or replacement of equipment for increased efficiency in designated schools.

Personnel Training, Management, and Supervision

- Provides on the job training in work scheduling, equipment use and care, food production, nutrition, sanitation, storage, record-keeping, procurement and other relevant topics.
- Trains new managers in assigned schools to be proficient in all areas of cafeteria management.
- Provides direct supervision to cafeteria managers in designated schools and conducts performance evaluations of all managers in designated schools.
- Monitors working conditions in facilities and recommends labor staffing for increasing efficiency in designated schools. Screens candidates and conducts interviews as needed.
- Assists in planning and conducting staff meetings and workshops for child nutrition personnel.
- Conducts at least monthly visits to designated schools, with a minimum of nine visits during the regular school year. Conducts visits to designated Summer Feeding sites in compliance with program requirements. Documents observations and actions during the visit on the SN Visitation Report form.
- Conducts annual On Site Review at designated schools according to State and Federal requirements.
- Evaluates and reviews the After School Snack Programs at designated schools.
- Assists the Director with preparations for yearly compliance review by regional consultant in designated schools.
- Assists School Nutrition staff and assigned managers with preparations for yearly review by USDA Consultant.

Finance and Recordkeeping

- Reviews cost and usage of materials, food, capital, fiscal policies and procedures in the schools under her/his supervision.
- Monitors program accountability and reviews reports and data produced by assigned schools.

Sanitation and Safety

- Reviews her/his individual cafeterias to assure that high standards of sanitation and safety are being maintained.

Other Responsibilities

- Participates as part of a team to implement successful merchandising programs in the schools.
- Provides opportunities to promote school nutrition as a profession by supervising internships when appropriate.
- Encourages and supports school district nutrition/wellness initiatives.
- Networks with health and nutrition professionals to share best practices in nutrition and wellness programs.
- Represents the department at meetings and conferences, and gives presentations on department initiatives as requested.
- Communicates with the Director on a continual basis the findings, problems, and successes observed in the individual schools.
- Keeps informed by reading professional journals and attending professional meetings as needed.
- Maintains State's School Nutrition Association/National membership and certification.
- Maintains certification and membership through appropriate professional associations.
- Plans and organizes all catered functions in assigned schools and as assigned by Director.
- Performs other duties as assigned by the Director

