



<b>Title:</b>	Child Nutrition Services Supervisor/Bookkeeper
<b>Reports to:</b>	Child Nutrition Director
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	NC State Salary Schedule

#### REQUIRED

**EDUCATION:** Associates Degree

**EXPERIENCE:** Five years of increasingly responsible and successful experience in commercial or instructional food service facilities.

#### PERSONAL

**QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community; demonstrated ability to work with a wide variety of community groups and organizations.

#### BRIEF DESCRIPTION OF POSITION

Duties may include, but are not limited to the following: under the direction of the Supervisor, plan, implement, and supervise the child nutrition services program and personnel in assigned area; plan, implement, and supervise centralized food distribution activities and personnel; participate in the work of the assigned unit, if needed; and perform other duties as required and directed.

#### DUTIES AND RESPONSIBILITIES

1. Implement approved programs in nutrition education, marketing cost control, employee training, student/community involvement, quality control, and food preparation.
2. Train and supervise the work of child nutrition services personnel in assigned area(s), make modifications to assignments and set priorities.
3. Apply departmental standards of performance to each position supervised, advise subordinates of performance standards observe and document performance and prepare periodic and special evaluations of performance for supervisory review and approval.
4. Prepare supporting documentation for and recommend employee recognition and discipline.

5. Recommend modifications of work procedures and schedules to meet special needs and conditions.
6. Make oral and written directives.
7. Monitor work schedules to ensure labor requirements are maintained.
8. Advise subordinate supervisors (managers) on matters related to employee supervision.
9. Monitor, review, correct, and submit records and records prepared by subordinate staff (managers), extracting information for reports and other management information purposes and ensuring timeliness of submission.
10. Monitor food products on hand to ensure availability of menu items for distribution.
11. Consult with department/site managers when appropriate, to resolve ordering, supply, distribution, and serving problems.
12. Utilize automated record keeping software and computers to monitor and maintain records and to generate reports.
13. Travel to school sites to monitor food products, storage, and distribution methods, staff utilization, sanitation and safety practices, record keeping, internal cash controls, operations methodologies, and conduct regularly scheduled audits and inspections.
14. On-site reviews- Rosters, Accuclaim, Production Records, HACCP Verification
15. Provide basic instruction to subordinates in the use of a computer to perform regularly assigned job task.
16. Provide on-the-job training to staff of the assigned unit.
17. Analyze operations for assigned food and labor costs, recommending the implementation of improvements in service, equipment, food preparation, personnel assignments, and nutritional standards.
18. Ensure proper utilization, care, and repair of equipment and follow-up as needed.
19. Report operations problems to the Child Nutrition Services Manager, Assistant Director and Director.
20. Serve on assigned committees and advisory groups.
21. Make active and consistent effort to maintain and improve the overall internal and external image of the Child Nutrition Services Department and of the District.
22. End of month closeout, including participation, claim, assets and depreciation reports, Trial Balances, FC1A and Bank Recon.

23. Perform related duties as assigned.