



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Supervisor, School Nutrition  
FLSA Status: Exempt  
Salary Grade, if non-union: SG17  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform responsible work assisting in the planning, organizing and implementing of a school nutrition program for the School District.

### Essential Functions of this Job

Serves as a staff assistant to the School Nutrition Director. Conducts or assists with training courses for school nutrition personnel. Creates innovative solutions to training, menu, budget and labor challenges. Assists in developing educational aspects of the program for better health and nutrition. Supervises school nutrition activities in one-quarter of all district schools including the selection and evaluation of school nutrition managers. Provides technical assistance to school nutrition managers as it pertains to the computer based point of service system. Assists in planning new facilities and renovation of facilities. Communicates and works with managers and principals in assigned schools. Develops a professional development plan for school nutrition staff who do not meet job expectations. Conducts in-depth administrative reviews of assigned schools each school year.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Considerable knowledge of the policies, laws and regulations governing school nutrition programs established by federal, state and local agencies. Knowledge of school nutrition, nutrition and menu planning. Ability to assist in coordinating and supervising the activities of school nutrition personnel. Ability to identify and evaluate practices for an effective school nutrition program. Ability to market and

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promote child nutrition program. Knowledge of food production and sanitation techniques. Ability to work as part of a team effort. Knowledge of general accounting techniques as they relate to food costing. Knowledge of supervisory and management techniques. Basic knowledge of personal computers, point of service and related software. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

A Bachelor's Degree in Nutrition & Dietetics, Foodservice Management or related field is required. Two to three years related experience and/or internship preferred.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, and moving about for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds.

Local Code: 0345  
EEO5: 44  
Approval Date: 2012-11-13  
Date Last Revised: 2015-03-11

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*