

KETTERING CITY SCHOOL DISTRICT

3750 Far Hills Avenue
KETTERING, OHIO 45429-2584
Telephone: (937) 499-1418
Fax: (937) 499-1465

L. SCOTT INSKEEP
Superintendent

KENNETH A. LACKEY
Director of Business Services

June 1, 2018

PLEASE POST

TO: All Kettering City School District locations and outside locations as designated by the Director of Business Services

POSITION: Food & Nutrition Services Supervisor

LOCATION: Kettering City School District

GENERAL INFORMATION: This is a 260 day contract, 12 months

SALARY: According to approved administrative salary schedule

SEE ATTACHED JOB DESCRIPTION FOR QUALIFICATIONS, REQUIREMENTS AND RESPONSIBILITIES

APPLICATION PROCEDURE: Your letter of interest, a current resume, and a copy of certification, if appropriate, should be forwarded to Kenneth A. Lackey, Director of Business Services. During the screening process, all applicants will be required to complete the district's application form and search will remain open until filled, but applicant screening will begin immediately.

**KETTERING BOARD OF EDUCATION
EQUAL OPPORTUNITY EMPLOYER**

**KETTERING CITY SCHOOLS
JOB DESCRIPTION**

Title:	Supervisor of Food and Nutrition Services
Reports To:	Director of Business Services
Position Status :	Administrative Contract
FLSA Status:	Exempt
General Description	Responsible for the Child Nutrition and School Food Service Programs to provide nutritional school meals and promote health and wellness of District students and staff.
Qualifications:	<ol style="list-style-type: none"> 1. Bachelor's degree or higher from an accredited college or university in dietetics/nutrition or related field. Registered Dietitian preferred. 2. Training/successful experience in Food Service Management and/or Child Nutrition Programs (School Nutrition Specialist certificate (SNC) preferred). 3. Knowledge of USDA Food & Nutrition Regulations, Ohio Department of Education (ODE) regulations, and Ohio School Law. 4. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 5. Good health, high moral character, and good attendance record. 6. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, food service areas, and appropriate areas of school and District property and facilities. 2. Strong communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, school staff, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. * Administer the overall Child Nutrition and School Food Service Programs in accordance with District policies and administrative guidelines, United States Department of Agriculture Food and Nutrition Regulations, ODE regulations for School Lunch, Breakfast, and Snack Programs, and the provisions of State and Federal law. 2. * Establish and maintain sanitation standards and food safety procedures in compliance with the Ohio Department of Health, the Montgomery County Health Department, the National School Lunch, Breakfast, and Snack Program. 3. * Coordinate menu planning in accordance with the nutritional standards and federal guidelines of the United States Department of Agriculture (USDA). 4. Oversee Point-of-Sale (POS) operations. 5. Participate in the recruitment, selection, retention, and development Food and Nutrition personnel. 6. * Responsible for the assignment, supervision, evaluation, and employment recommendations of Food and Nutrition staff. 7. Plan and conduct professional development programs and required staff training. 8. Work in conjunction with school nurses to provide appropriate nutrition/food services and support for special needs students in accordance with Individualized Education Plans (IEPs), food allergy action 	

**KETTERING CITY SCHOOLS
JOB DESCRIPTION**

- plan, and/or other medically documented special dietary needs.
- 9. * Administer all necessary data collection, record keeping, and reporting for services provided through the National School Meals Program as required by the Ohio Department of Education, the United States Department of Agriculture, and the District.
- 10. Coordinate budget preparation and implementation.
- 11. Requisition all material, supplies, and equipment as needed to carry out program.
- 12. Supervise and control a cost-effective procurement system for all department purchases and implement standards for receipt, storage, and inventory of all food and supplies.
- 13. * Administer all cash transactions, daily deposits, and maintain accurate financial records.
- 14. Develop and maintain positive school-community relationships and timely communications with students, parents, District staff and the community.
- 15. Incorporate sales and marketing promotions for the Nutrition/Food Services Program and related District health and wellness initiatives.
- 16. Meet the professional expectations of attendance, suitable attire and decorum, participation in building/District meetings/functions, and support of District initiatives.
- 17. Respond to specific requests from the Superintendent/Director of Business Services on matters affecting the school food service program, health and wellness initiatives, and operation of the District.

Other Professional Expectations:

- 1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- 2. Instill in students the belief in and practice of ethical principles and democratic values.
- 3. Keep up-to-date and knowledgeable of educational issues and child nutrition/school food service-related matters.
- 4. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner sensitive to the employee's professional responsibilities.
- 5. Perform other job functions as assigned.

Additional Working Conditions:

- 1. Occasional travel and/or evening/weekend work.
- 2. Occasional exposure to blood, bodily fluids, and tissue.
- 3. Occasional operation of a vehicle under inclement weather conditions.
- 4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.