



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Area Supervisor, Food & Nutrition Services  
JOB CODE: DD-027  
CLASSIFICATION: Exempt  
SALARY BAND: B  
BARGAINING UNIT: ESMAB  
REPORTS TO: Director, Food & Nutrition Services or designee Designee  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:** To supervise Food & Nutrition Services Managers and staff to assure high quality food service programs that comply with local, state, and federal regulations, operate with maximum efficiency, exceptional customer services and financial responsibility, provide technical assistance to school administrators, and supervise school food & nutrition services managers in order to assure high quality food service programs that comply with local, state, and federal policies and operate with overall maximum efficiency

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Area Supervisor, Food & Nutrition Services shall: carry out the essential performance responsibilities listed below:

- Supervises staff as assigned in the performance of job duties.
- Responsible for the operations oversight of up to 25 schools.
- ~~Insure~~ Ensure that quality standards of performance are being met in all areas of the ~~food~~ Food & Nutrition Services service program.
- ~~evaluate~~ Evaluate reports to determine productivity efficiency and financial responsibility of operations, being made and schools in need of assistance.
- ~~identify~~ Identify any deviation from established procedures and program requirements that may have ~~a serious an~~ an impact on the financial stability of the program, recommend, implement ~~corrective action,~~ and monitor ~~necessary changes~~ corrective action.
- ~~review~~ Review, evaluate, train and recommend appropriate systems for better control of the ~~School~~ Food & Nutrition Services operations.
- Plan and execute all meeting agendas.
- ~~implement required changes in new program requirements.~~
- ~~visit~~ Visit schools on a timely basis to evaluate performance in all areas.
- ~~complete~~ Complete evaluation instruments as assigned in accordance with local and/or federal requirements.
- Participate in the employee hiring process.
- ~~assist~~ Assist managers in developing appropriate personnel management skills.
- ~~Develop and~~ provide training for ~~managers and other school food~~ Food & Nutrition services Services personnel.
- Participate in annual and on-going state-approved and educational initiatives relating to Food & Nutrition Services, including Foundations, Nutrition, and Quantity Cooking/Use and Care of Equipment.
- Monitor compliance with the United States Department Agriculture (USDA) Professional Standards and Federation of Public Employees FOPE training requirements in self and subordinates.
- Ensure that the students of Broward County Public Schools receive nutritious meals and quality service in compliance with policies set forth by the United States Department of Agriculture (USDA), the Broward County School Board and the Food & Nutrition Services Department.
- ~~serve~~ Serve as a resource person for nutrition education, wellness and food recovery.
- ~~provide~~ Provide assistance to school-based administrators in the free and reduced price meal application process and evaluate program compliance.

- ~~perform~~ Perform yearly evaluation of ~~food service managers~~ Food & Nutrition Service Managers after receiving input from school ~~principals~~ -based administrators.
- ~~conduct~~ Conduct meetings and conferences with ~~principals~~ school-based administrators and ~~school food~~ Food & Nutrition services managers Services Managers to discuss program strengths and needs and advise of program changes.
- ~~coordinate~~ Conduct the annual Federal Review of the National School Lunch Program and Breakfast Program.
- ~~conduct~~ Conduct After-School Care Snack Program audits for compliance with regulations.
- Conduct Capital Inventory verification.
- Coordinate Summer Feeding Programs at designated locations.
- ~~act~~ Act as a liaison between managers, employees, administrators, and parents.
- Provide technical assistance to school administrators.
- ~~ensure~~ Ensure all department priorities and projects assist in achieving the District's Strategic Plan.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of the The School Board of Broward County, Florida.
- ~~participate~~ Participate successfully in training programs to enhance the ~~individual~~ individual's skills and proficiency related to the job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and ~~sanitation~~ procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other ~~assigned duties consistent with the goals and objectives of this position~~ as assigned by the immediate supervisor, or designee.

**SUPERVISES:** Food & Nutrition Services Managers and school based staff.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in business administration, ~~school food services~~ hospitality management, dietetics, nutrition, or related field.
- A Minimum ~~minimum~~ of five (5) years, within the last ten (10) years, of food service experience in a supervisory capacity, preferably in ~~an~~ institutional food service or child nutrition programs.
- ~~Must meet requirements for Florida certification in School Food Service.~~
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Bilingual skills ~~preferred.~~

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Works with school staff, ~~district~~ District staff, United States Department of Agriculture (U.S.D.A.), and Florida Department of Agriculture and Consumer Service (FLDOA) (FLDOAC) to ~~insure~~ ensure that quality standards of performance are being met in all areas of the ~~food~~ Food & Nutrition Services service programs.

**PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to ~~50~~ 30 pounds of force occasionally, and/or up to ~~20-10~~ pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

~~Job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/20/78

Revised: 3/1/79 (Effective 7/1/79)

ER80-12 Approved: 10/2/80

Revised: 11/21/83 & Adopted: 12/15/83 Calendar Change: 8/2/84

Item G-7: 11/6/86 Calendar Change: 6/18/87

Alignment Title Change: 3/19/96

Revised: 11/12/2002 & Adopted: 12/17/2002

Revised: 3/4/2003 & Adopted: 4/29/2003

Board Adopted: 12/16/03\*

Board Approved: 5/21/13

Board Adopted: 6/25/13

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