

ADMINISTRATION OFFICE

300 ASH STREET
CENTRAL POINT, OREGON 97502
PHONE: (541) 494-6200
FAX: (541) 664-1637
www.district6.org



RANDAL GRAVON – SUPERINTENDENT

SUPERVISORY VACANCY NOTICE

POSITION: Nutrition Services Supervisor

LOCATION: Central Point School District

OPENING DATE: October 18th, 2010

CLOSING DATE: November 3rd, 2011 - 3:00 P.M.

STARTING DATE: Mid November – December 2011

RESPONSIBILITIES, DUTIES AND QUALIFICATIONS: Experience, knowledge and skills as described on attached Job Description.

SALARY: \$54,000 – 57,000

APPLICATION PROCEDURE:

1. Cover letter
2. Completed application form (available online)
3. Complete resume of qualifications,
4. Letters of reference (minimum 2)

DIRECT APPLICATIONS TO:

Central Point School District
Attn: Mike Meunier
300 Ash Street
Central Point, OR 97502

Jackson County School District #6 is an equal opportunity employer, and in accordance with Federal and State legislation, including Title IX, ORS 659.150, does not discriminate on the basis of race, sex, religion, age, national origin, disability or marital status in employment or educational programs.

The Title IX officer at Jackson County School District #6 is Mike Meunier.

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JOB DESCRIPTION

TITLE: Nutrition Services Supervisor

Position Summary:

The Nutrition Services Supervisor will maintain an efficient food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel. The position is responsible for planning, developing, implementing, administering and evaluating all activities of the Food Services Program. The Nutrition Supervisor will be knowledgeable about federal and state requirements and will work closely with District Administration and Building Principals to provide services focused on maintaining and improving the health of the students while promoting a school environment conducive to learning.

Examples of Duties:

- Hires Nutrition Services staff and provides initial orientation and ongoing training.
- Plans, directs, and reviews the work of the Nutrition Services staff.
- Prepares, monitors and administers the food services budget.
- Collaborates with building principals in the evaluation of employee performance.
- Develops menus to meet nutrition and portion control standards and USDA requirements.
- Coordinates meal service with principals and other district personnel.
- Plans menu adaptations for children with special needs.
- Ensure that established sanitation and safety standards are maintained.
- Maintains a purchasing system consistent with USDA and state purchasing guidelines.
- Prepares and maintains all records for required audits and reviews.
- Oversees the administration of the district's free and reduced price meals program according to federal regulations.
- Assesses customer preference, industry trends and current research to develop a long range plan that facilitates continuous program improvement.
- Coordinates all equipment maintenance and building repairs with the appropriate school district personnel or a private service provider.
- Develops a marketing plan that promotes the school nutrition services to students, parents, other school personnel, and the community.
- Develops and implements a catering plan that is consistent with school board policies.