

Job Title: **Nutrition & BASE Supervisor**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **December 2017**

Job Code: **040629**  
 FLSA Status: **Ex - A**  
 Pay Range: **L 07**  
 Work Year: **12 months**

**SUMMARY:** Responsible for ensuring established quality standards and uniform practices for Nutrition Services and the Before and After School Education (BASE) Programs. Through routine visits and monitoring, assure sites adhere to State and District standards. Supervise and coordinate staff, operations, and activities in assigned locations. Develop and promote positive community relations. Develop and provide trainings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| <b>Job Tasks Descriptions</b>   | <b>Frequency</b> | <b>% of Time</b> |
|---|------------------|------------------|
| 1. Oversee the daily kitchen operations in assigned locations; train, guide, mentor, evaluate, hire and discipline staff. Assist as needed at each location. Attend site meetings, parent meetings and school functions as needed. Review, approve and verify reported time worked using district time and labor system. Mentor dietetic interns. Amend staffing agreement to dictate allotted hours for employees. On call in both programs for situations which need immediate attention. | D                | 35%              |
| 2. Implement, train and monitor uniform quality and safe food handling performance standards for each program, at each location. Analyze productivity practices to ensure efficiencies; audit nutrition services, snack programs and BASE to ensure compliance with state and district policies, practices and procedures; suggest and implement corrections as necessary.  | D                | 20%              |
| 3. Effective implementation and administration of current USDA Child Nutrition Programs, policies and practices. Analyze data; assist in development and management of budgets and expenditures. Create, validate and submit timely state, department and other reports as necessary. Support the wellness program.   | D                | 20%              |
| 4. Create and provide professional development trainings and technical support; develop and implement communications, marketing strategies and promotional items related to programs and initiatives. Create and deliver presentations to community, staff and students. Keep current on best practices by attending conferences, professional development courses, reading periodicals and trade publications.   | M                | 10%              |
| 5. Responsible for developing, implementing, and monitoring specific departmental initiatives or product development. Includes developing 504 plans. Collaborate with district stakeholders regarding such initiatives and development activities, ensuring compliance with district, state and federal guidelines.   | A                | 10%              |
| 6. Performs other duties as assigned  |                  | 5%               |
| <b>TOTAL</b>  |                  | <b>100%</b>      |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree from an accredited college or university in child care, nutrition, or related field preferred.
- Minimum of three (3) years supervisory experience of multiple employees in nutrition or childcare.
- Any equivalent combination of education, training and experience may be considered.
- Must successfully complete current district training for supervision of classified staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Must obtain, and thereafter maintain a food safety or food handlers’ certification within one (1) year of entering position.
- Member of SNA and Colorado School Food Service Association (CNA) preferred.
- Ability to travel among district facility locations and into the community.
- Current CPR, First Aid and Universal Precaution certificates, or must obtain within 6 months of entering position.

**TECHNICAL, SKILLS, KNOWLEDGE & ABILITIES:**

- Strong verbal and written communication skills.
- Proven leadership skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical think and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to be on call and/or respond to calls 24/7

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office suite, Google applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | <b>POSITION TITLE</b>     | <b>JOB CODE</b> |
|--------------------|---------------------------|-----------------|
| <b>Reports to:</b> | Nutrition & BASE Director | 5028            |

|                        | <b>POSITION TITLE</b>    | <b># of EMPLOYEES</b> | <b>JOB CODE</b> |
|------------------------|--------------------------|-----------------------|-----------------|
| <b>Direct reports:</b> | Various kitchen managers | 6-11                  | varies          |
|                        | BASE Site Directors      | 5-9                   | 1052            |

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Ensure federal, state and district compliance with allocations and/or fund requirements.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| <b>PHYSICAL ACTIVITIES:</b>         | <b>Amount of Time</b> |                  |                   |                 |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                     | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Stand                               |                       |                  | X                 |                 |
| Walk                                |                       |                  | X                 |                 |
| Sit                                 |                       |                  | X                 |                 |
| Use hands to finger, handle or feed |                       | X                |                   |                 |
| Reach with hands and arms           |                       | X                |                   |                 |
| Climb or balance                    |                       | X                |                   |                 |
| Stoop, kneel, crouch, or crawl      |                       | X                |                   |                 |
| Talk                                |                       |                  |                   | X               |
| Hear                                |                       |                  |                   | X               |
| Taste                               |                       | X                |                   |                 |
| Smell                               |                       | X                |                   |                 |

| <b>WEIGHT and FORCE DEMANDS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                  | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Up to 10 pounds                  |                       |                  | X                 |                 |
| Up to 25 pounds                  |                       | X                |                   |                 |
| Up to 50 pounds                  |                       | X                |                   |                 |
| Up to 100 pounds                 | X                     |                  |                   |                 |
| More than 100 pounds             | X                     |                  |                   |                 |

| <b>MENTAL FUNCTIONS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
|                          | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Compare                  |                       |                  | X                 |                 |
| Analyze                  |                       |                  | X                 |                 |
| Communicate              |                       |                  |                   | X               |
| Copy                     |                       | X                |                   |                 |
| Coordinate               |                       |                  |                   | X               |
| Instruct                 |                       |                  | X                 |                 |
| Compute                  |                       | X                |                   |                 |
| Synthesize               |                       | X                |                   |                 |
| Evaluate                 |                       |                  | X                 |                 |
| Interpersonal Skills     |                       |                  |                   | X               |
| Compile                  |                       | X                |                   |                 |
| Negotiate                |                       | X                |                   |                 |

| <b>WORK ENVIRONMENT:</b>              | <b>Amount of Time</b> |                  |                   |                 |
|---------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                       | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Wet or humid conditions (non-weather) |                       | X                |                   |                 |
| Work near moving mechanical parts     |                       | X                |                   |                 |
| Work in high, precarious places       | X                     |                  |                   |                 |
| Fumes or airborne particles           |                       | X                |                   |                 |
| Toxic or caustic chemicals            |                       | X                |                   |                 |
| Outdoor weather conditions            | X                     |                  |                   |                 |
| Extreme cold (non-weather)            |                       | X                |                   |                 |
| Extreme heat (non-weather)            |                       | X                |                   |                 |
| Risk of electrical shock              | X                     |                  |                   |                 |
| Work with explosives                  | X                     |                  |                   |                 |
| Risk of radiation                     | X                     |                  |                   |                 |
| Vibration                             | X                     |                  |                   |                 |

| <b>VISION DEMANDS:</b>                                    | <b>Required</b> |
|---|-----------------|
| No special vision requirements.                           |                 |
| Close vision (clear vision at 20 inches or less)          | X               |
| Distance vision (clear vision at 20 feet or more)         | X               |
| Color vision (ability to identify and distinguish colors) | X               |
| Peripheral vision   | X               |
| Depth perception  | X               |
| Ability to adjust focus                                   | X               |

| <b>NOISE LEVEL:</b> | <b>Exposure Level</b> |
|---------------------|-----------------------|
| Very quiet          |                       |
| Quiet               |                       |
| Moderate            | X                     |
| Loud                |                       |
| Very Loud           |                       |