

**Leon County Public Schools
Classification Specification**

Salary Grade 25

Summary Information:

Classification Title: Supervisor, Nutrition Service

Date Prepared: 08/2005; 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

465	Food Service Operations Management	Coordinate and administer the preparation of food and operation of cafeterias.
460	Menu Planning	Plan menus and food needs. Standardize recipes and food specifications.
464	Food Program Inspections	Perform on-site visitations to and inspections of cafeterias.
363	Audit-Food Service Program	Conducts audits of school food service operations.
462	Food Program Compliance	Ensure food program compliance with requirements of federal, state, and local agencies and internal standards.
330A	Payroll Reports	Complete payroll reports for salaried staff, temporary and hourly workers, and teachers. Remit to Payroll Department for processing.
608	Leave Reports	Maintain leave records. Maintain and record leave accrual for employees. Prepare required reports.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. Many include liaison and mediation activities among complainant, the district, and agencies. Does <u>not</u> include employee grievances.

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Activity Name (Cont.)

004	Staff Development	Develop and train staff. Perform needs analysis, arrange, coordinate, deliver, evaluate, and/or monitor staff development.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
047	Professional Meetings	Attend professional association meetings as required.
050	Management Analysis	Analyze organization structure, staffing levels, and operations. Conduct internal consulting projects.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or High School diploma or equivalent with seven years related experience; and Appropriate certification/license as required.
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	08/2005; 7/23/03