



## NUTRITION & CUSTODIAL SERVICES SUPERVISOR

Job code: 045SUP  
Job Description  
April 18, 2012

### Position Summary

Provide leadership and supervision for staff coordinating school nutrition services and district custodial services; perform responsible administrative work planning, organizing and implementing policies and procedures to ensure that operations meet or exceed standards in the areas of safety, sanitation, customer service, regulations and quality.

### Reporting Relationship

Report to the Nutrition & Custodial Services Director.

### Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Supervise the Nutrition Services and Custodial (NACS) Coordinators, including making hiring and retention decisions; training and coaching; evaluating performance; recognizing superior work and providing recognition; disciplining employees and making recommendations for discharge when necessary; reviewing and approving performance appraisals conducted by subordinate supervisors.

Manage the staffing of the school cafeterias and custodial staffing for all district buildings; define work assignments; schedule NACS Coordinator staff; approve permits for building usage; determine the opening and closing of buildings and/or programs (?)

Maintain a personnel structure and staffing levels to accomplish the school nutrition services and district custodial services functions in an effective and efficient manner.

Establish and communicate goals and objectives for the NACS team; plan agenda and chair School Solutions and NACS Coordinator meetings; facilitate discussions of issues at the schools and district buildings; synthesize information gathered to report to NACS leadership in order to seek solutions.

Conduct formal visits of schools or other district buildings with NACS Coordinators; provide support to principals, department administrators and other district staff to foster effective communication and identify solutions to problems.

## **NUTRITION & CUSTODIAL SERVICES SUPERVISOR**

### **Responsibilities (continued)**

Serve as a member of the NACS leadership team; represent the concerns and needs of schools and district programs.

Identify operational systems that need improvement; develop and implement changes to ensure best practices, including forming and facilitating committees to identify impact on customers and staff and to develop recommended solutions.

Develop, modify and monitor as needed an implementation schedule for operational systems changes that includes communication to involved stakeholders and training for those affected by changes; evaluate the success of the changes and report to department and district leadership as appropriate.

Identify training needs within the school nutrition services and district custodial services areas; develop and/or work with other NACS staff to develop training utilizing appropriate methods (i.e., individual or group, written information or workshops or other appropriate training); work with the NACS Coordinators to provide the training to staff as necessary.

Develop written work procedures and ensure that staff is trained to follow those guidelines; develop communications to be included in the weekly update sent to staff.

Recommend strategies for meeting Annual Work Plan (AWP) goals; develop and communicate strategies for inclusion of goals in daily work, including making any necessary work modifications and providing training if necessary; monitor results to ensure achievement of goals; provide information to NACS administration for Key Performance Indicators (KPI) reporting.

Respond to inquiries from state and federal agencies or other outside entities as necessary to ensure compliance with regulations or to provide requested information; assist with outside audits of NACS department functions.

(?) Develop and recommend annual budget requirements; monitor budget; develop related reports and recommendations.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

## **NUTRITION & CUSTODIAL SERVICES SUPERVISOR**

### **Knowledge, Skills, and Abilities**

Considerable knowledge of automation and mechanical systems.

Considerable knowledge of school lunch regulations and sanitation requirements of food preparation and serving.

Considerable knowledge of chemical usage.

Some knowledge of boiler operations.

Considerable knowledge of management and supervisory theories and practices in a unionized environment.

Working knowledge of the federal, state and local laws, rules and regulations relating to nutrition services and building maintenance.

(?) Working knowledge of budget administration.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to plan, assign, coordinate and delegate work and to train, supervise and evaluate staff.

Considerable ability to interact effectively with a wide range of diverse contacts.

Considerable ability to develop, prioritize and implement long-range work plans.

Considerable ability to develop and present training.

### **Minimum Qualifications**

Associate degree in food service or business management or a related field and three years of supervisory experience in food service or building operations. (Equivalent combinations of education and/or experience will be considered.) A Saint Paul Food Service Manager Certificate will be required within three months of appointment.