

**JOB DESCRIPTION**  
**National School District**

**CNS SUPERVISOR**

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**Purpose Statement:**

The job of CNS Supervisor is done for the purpose/s of under the direction of the Director of Child Nutrition Services, organizes and directs a large Child Nutrition Services operation and related activities at assigned school site(s); provides and serves high quality, nutritious meals that meets the mandated nutritional standards of the National School Lunch, Breakfast and After School Snack programs; and supervising assigned personnel.

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**Essential Functions**

- Attends meetings for the purpose of receiving and/or conveying information regarding Child Nutrition Services.
- Communicates with site administrators, staff, parents and others for the purpose of providing information and/or direction regarding Child Nutrition Services operations.
- Confers with the Director regarding Child Nutrition Services needs, condition and menu changes for the purpose of maintaining established food quality standards related to taste, appearance and good nutrition and federal and state standards.
- Inspects food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health standards.
- Inventories food and supplies for the purpose of ensuring availability of items.
- Manages Child Nutrition Services operations at school sites for the purpose of providing safe and efficient food services in compliance with mandated nutritional and dietary requirements of the National School Lunch and Breakfast programs, After School Snack Program and other functions served by the department.
- Opens Child Nutrition Services facilities (e.g. opening gates, doors, turning on equipment, lights, alarms, etc.) for the purpose of ensuring that the facilities is ready for staff and outside vendor deliveries.
- Participates in various activities (e.g. planning menus, estimate/requisition food quantities, equipment and supplies, receives, inspects, verify delivers, etc.) for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Performs functions as required of another position within area of responsibility (e.g. serving/storage of food, cook meals, bake goods, proper temperatures, etc.) for the purpose of providing overall coverage of food service operations.
- Prepares documentation (e.g. inventory, requisitions, daily reports, menu production, etc.) for the purpose of providing written support and/or conveying information.
- Supervises assigned personnel (e.g. trains, evaluates, recommends transfers, termination/disciplinary actions, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

**Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in a school site kitchen; operating standard office equipment using pertinent software applications; planning and managing food production for other sites; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; quantity scratch cooking, nutrition and dietary guidelines; food safety requirements; and child nutrition program requirements

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: setting priorities; adapting to changing work priorities; maintaining confidentiality; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 15% walking, and 70% standing. The job is performed under some temperature extremes and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

Valid State Driver's License & Evidence of insurability  
ServSafe Certificate

**Continuing Educ. / Training**

Maintain Certification(s)

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**FLSA Status**

Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Supervisory 26