

Anoka Hennepin Independent School District #11

Position Standard

Child Nutrition Site Supervisor

CNP Site Supervisors supervise and coordinate the activities of Child Nutrition Programs staff in the kitchens and food service areas of district buildings and sites.

Essential Functions:

- Direction and guidance for overall school food and nutrition services program.
- Must ensure that all personnel under the operational control comply with all government, regulatory state agency, and school district and local school policies and procedures.
- Primary duties include:
 - Program accountability.
 - Sanitation and food safety.
 - Customer service.
 - Equipment care and use.
 - Food production, procurement, and acceptability.
 - Financial management and recordkeeping.
 - Personnel management.
 - Marketing.
- Perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- MN Food Manager Certificate required. (Must maintain throughout employment.)
- School Nutrition Association certification Level 3 required within two years of hire.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Strong written, oral, communication and organizational skills.
- Strong technology/computer skills.
- Strong customer services skills.
- Ability to read and interpret documents such as state and federal health/safety codes, operating and production procedures, and state and federal USDA meal program regulations.
- Ability to create and write reports, correspondence, and other communication materials.
- Ability to speak effectively before groups of staff, departments, and internal/external customers.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Physical Factors:

Constant: standing, simple and firm grasp, feeling, talking, hearing, tasting/smelling, and visual accommodation;

Frequent: walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, balancing, stooping, kneeling, crouching, squatting, twisting/pivot, reaching, repetitive foot and arm movements, and exposure to extreme cold, heat and noise.

Occasional: pushing, pulling, and climbing