

Anoka Hennepin Independent School District #11

Position Standard

Child Nutrition Site Supervisor – Staffing & Training

Essential Functions:

- Assist in the supervision in recruiting, screening, and assignments of all Child Nutrition staff and substitute staff throughout the district.
- Effectively make recommendations concerning the hiring, processing, and orientation of Child Nutrition staff.
- Facilitate and ensure the completion of all new employee documents and new employee mandatory training.
- Document and maintain staff information including: performance evaluation (PAS), professional standards (CEUs), district trainings, SNA certification, MN Food Protection Manager Certificate, and maintain scoring, interviewing, and hiring materials.
- Supervise interview process including: create Requisitions for job postings; application review and scoring; interview scheduling; reference checks; and overall communication with applicants.
- Attend recruitment events and represent the Child Nutrition Program at public events.
- Monitor daily staffing levels and maintain weekly staffing reports.
- Perform other duties as assigned by Child Nutrition Program administrators.

Other duties, if assigned at a school site kitchen, will include:

- 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 school site kitchen 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;

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.

Preferred Qualifications:

- Bachelor's degree in management, human resources, business, food management, or related field preferred.
- Experience in hiring staff preferred.
- Experience training staff preferred.
- Experience in conducting training sessions for large groups (50+) preferred.

Physical Factors:

Site Supervisors may be required to work in the school kitchen and/or CNP Department kitchen and would be exposed to extreme heat, wet and/or humid conditions, noise, moving mechanical parts, electric shock hazards, toxic or caustic chemicals, sharp tools, hot appliances and grease.

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.