

Anoka Hennepin Independent School District #11

Position Standard

Child Nutrition Site Supervisor

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.

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