



## **Job Description**

**Job Title:** Area Cafeteria Supervisor

**Supervisor:** Executive Director of Nutrition and Wellness

**Position Code:** 1E02, AE02

**Pay Grade:** 30

**Job Classification:** Exempt

**Contract Length:** 220, 245

### **Job Summary**

Position is responsible for the supervision of the child nutrition services operation in assigned schools. The area cafeteria supervisor supervises the managers and oversees that the proper procedures are implemented and followed in accordance with Newport News Child Nutrition Services, USDA, local, state and Federal policies, procedures, rules, regulations and guidelines. The Area Cafeteria Supervisor will be responsible for implementing training in school sites and ensuring the high standards of nutrition, food production, financial accountability and student services are met as set forth by the Child Nutrition Services and Newport News Public Schools procedures.

### **Essential Duties**

1. Completes performance assessments for managers.
2. Assist managers in disciplinary actions for employees. Compose all formal letters of discipline.
3. Evaluates for proper food preparation, storage, service and sanitation.
4. Reviews supper and summer programs at designated sites and compiles reports.
5. Assists in auditing all child nutrition services programs to meet state and local review requirements.
6. Visits school sites and assists in improving methods and techniques for food preparation, storage and sanitation.
7. Reviews payroll and time cards as needed.
8. Reviews inventory and food production records for assigned schools and checks for over ordering and improper storage.
9. Assists with workshops and training programs to include the apprenticeship program.
10. Assists with special functions.
11. Reviews school programs for compliance with federal and state guidelines.
12. Substitutes for child nutrition managers when necessary.
13. Compiles uniform shirts and visor orders for schools and distribution.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Associate's degree in food and nutrition, institutional management or related field preferred or a combination of education and experience equivalent to either of the above. Successful completion of an approved sanitation course. Ability to operate a computer with knowledge of Microsoft Windows, MS-Word and MS-Excel. Ability to organize, delegate, instruct, supervise and evaluate people. Must possess leadership qualities and personal characteristics necessary for working with child nutrition managers, administrators and staff. Ability to complete written forms and records and submit to appropriate office by designated due dates.

### **Working Conditions & Physical Requirements**

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly;

physical agility to lift and carry up to 30 pounds; to bend, stoop, walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with staff and students.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/cafeteria and office environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Child Nutrition Managers

**Supervision Received:** Executive Director of Nutrition and Wellness

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Area Cafeteria Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Nutrition and Wellness or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

Revised 07/2025