



SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION  
DEPARTMENT OF HUMAN RESOURCES

**Position:** Assistant Food Services Supervisor  
**Rate Of Pay:** Commensurate with Experience  
**Date Posted:** December 29, 2021  
**Location:** Southampton County Schools District Office  
**Closing Date:** Open Until Filled

**General Responsibilities:**

The Assistant Food Services Supervisor plans, administers, implements, monitors, and evaluates all district-wide aspects of the school nutrition program. Major responsibilities are:

- Assist in recruiting, hiring, training, and retaining qualified school nutrition staff;
- Enhance the image of school nutrition professionals and their influence in the community;
- Build skills and empower staff to lead and efficiently operate school nutrition programs.

**Qualifications:**

1. Bachelor's Degree in a specific/related major: academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. (experience preferred, not required),  
**OR**
2. Bachelor's Degree in any academic major *AND* 2 years of relevant school nutrition experience,  
**OR**
3. Associate's Degree in specific/related major: in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *AND* 2 years of relevant school nutrition experience.

**Reports to:** Coordinator of Auxiliary Services and Transportation and Division Superintendent

**Performance Responsibilities:**

1. Supervises operation of the food service program;
2. Maintains liaison with appropriate state department personnel and federal agencies having regulatory authority for food service operations;
3. Performs computer operations in collecting and compiling of data in the preparation of monthly, quarterly and annual reports;
4. Provides managerial and technical direction for each cafeteria operation to improve service, equipment and efficiency, while providing the best nutritional diet for the best possible cost;
5. Improves employee skills through in-service programs and participation in state and local food service organizations;
6. Monitors school lunch programs to prevent health and sanitation problems.

7. Controls inventories of equipment, supplies, commodities and other foods.
8. Develops county menus for all schools;
9. Provides assistance for each school to provide adequate and reliable reports and records the county food service program;
10. Visits schools to evaluate individual food service programs;
11. Directs the ordering, allocation and distribution of commodity foods and refine the procedure as necessary;
12. Maintains all financial data so that records are available at all times for audit by the U.S. Department of Agriculture and authorized State auditors;
13. Develops and maintains the food services budget and procures food with bidding, cost comparisons, cooperative purchasing and specifications in relation to production needs.
14. Recommends staffing levels to maximize productivity and minimize cost;
15. Maintains free and reduced meal certifications;
16. Communicates with parents and staff about child nutrition concerns including point of service;
17. Helps coordinate staff development for school service personnel;
18. Administers program guidelines with Federal, State, Local Regulations: Free/Reduced eligibility, direct certification, verification and confidentiality;
19. Other duties as determined by the Director of Auxiliary Services and Division Superintendent.

**APPLICATION PROCEDURE:**

Individuals interested in applying should submit an application online at <https://www.applitrack.com/southampton/onlineapp/>

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