



Little Rock School District

JOB DESCRIPTION

Position Title: Child Nutrition Supervisor

Prepared Date: 01/31/2022

JOB GOAL:

To work effectively, professionally and cooperatively both under supervision and independently as may be appropriate, the functions required of this position in a manner which represents professionalism and contributes in a positive manner to the successful accomplishment of the mission and objectives of the Child Nutrition Department of the Little Rock School District.

The child nutrition supervisor will work to assist in the operation of a multi-site school food service program consistent with goals to meet the nutritional needs of students and staff. To assist with the management all USDA feeding programs, while conducting comprehensive reviews for school site compliance with state and federal laws, regulations, and school board policies. As one component of the Child Nutrition Support System, the Supervisor must function in harmony with all others to complement the total program.

TERMS OF EMPLOYMENT:

Twelve (12) month (245) days contract, Pay 802 Grade 12, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Thorough knowledge of the methods, practices, and safety precautions of the painting trade.
2. Skilled in the use of painting tools and machinery.
3. Ability to direct the activities of skilled and unskilled laborers.
4. At least six (8) years of proven progressively more responsible experience in the painting trade.
5. Must have a valid Arkansas Drivers License.
6. Must be willing to submit to and pass a drug test if requested.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Directs the activities of painters; plans projects to be completed; prepares work schedules; counsels members of unit on procedures; inspects work of painters.
2. Performs administrative work: Inventories and requisitions supplies; estimates times and material needed for projects; coordinates paint color-selection with building principal and teachers; coordinates painting schedule with building principal.



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3. Performs other duties as deemed necessary.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.