

JOB TITLE  
SUPERVISOR FRESH FRUIT AND  
VEGETABLE PROGRAM

DIVISION  
ADMINISTRATION

REPORTS TO  
COORDINATOR NUTRITION  
INITIATIVES

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JUNE 13, 2011

SCOPE OF RESPONSIBILITIES

Responsible for planning, monitoring, implementing and reporting for USDA fresh fruit and vegetable program. Trains food service managers/managing assistants, assistants, and school personnel as necessary in the operation of the USDA fresh fruit and vegetable program and monitors for compliance to program regulations. Consults with Coordinator Nutrition Initiatives to establish procedures, priorities, and processes. Places orders with growers/vendors for food/supplies needed and prepares reports, maintains records and controls costs for fresh fruit and vegetable program.

PERFORMANCE RESPONSIBILITIES

1. Trains and monitors food service and school personnel working with fresh fruit and vegetable program in areas of food safety, food preparation and presentation, and nutrition.
2. Determines monthly calendar for fruits and vegetables to be served, utilizing local foods when possible, and in accordance with all program regulations.
3. Responsible for requisitioning in accordance with district and USDA regulations, all supplies, materials and equipment related to the fresh fruit and vegetable program.
4. Assists schools in nutrition education aspects of fresh fruit and vegetable program.
5. Maintains all records and completes all reports for fresh fruit and vegetable program.
6. Develops, revises, and updates procedures for schools participating in fresh fruit and vegetable program.
7. Controls costs associated with fresh fruit and vegetable program at each school to fully utilize all funding and to ensure funding is available for entire school year.
8. Works in cooperation with school and food service staff to accommodate special events such as field day.
9. Maintains contact with multiple growers and vendors to secure a wide variety of fruits and vegetables at the best possible price, utilizing locally grown food when possible.
10. Interacts with parents, students, food service and school personnel on a regular basis to evaluate ways to improve program.
11. Performs other duties as assigned by the Coordinator Nutrition Initiatives.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

1. Three (3) years of experience in institutional food service program, or food, or nutrition related area
2. Kentucky Department of Education Certification as a Food Service Employee
3. Jefferson County Board of Health Sanitation Certification
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Knowledge of policies and procedures of the school district
2. Associate degree in food or nutrition related area

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