



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CHILD NUTRITION PROGRAM SUPERVISOR

Job Number: 21004906

Job Code: 53300V241001

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 10/01/2024

Job Revised:

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under general direction of the Child Nutrition Program Manager, provides direct supervision to child nutrition staff and provides consultative services, technical assistance, and training to local school district personnel and other state and/or private educational agencies, residential child care institutions, child care centers, family day care homes, and summer food service program sponsors in the development, coordination, implementation, and monitoring of their nutrition programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in education, education administration, food service administration, nutrition, home economics or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Six years of professional experience in education administration, vocational education, food service administration, business administration, nutrition education, social work, family therapy, and/or financial auditing/monitoring or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree OR current certification as a Registered Dietician will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Current Rank II or Rank I certification by the Department of Education or Education Professional Standards Board will substitute for the required education OR additional professional experience in education administration, vocational education, food service administration, business administration, nutrition education, social work, family therapy, and/or financial auditing/monitoring or a related field will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides direct supervision to child nutrition staff performing monitoring reviews and providing technical assistance reflecting the goals of the National School Lunch Act of 1946 as amended, the Child Nutrition Act of 1966 as amended, and the Kentucky Education Reform Act of 1990 as amended, to local school district administrators and personnel and other program sponsors in implementing and maintaining various programs vital to the educational process; to include the School Breakfast Program, the National School Lunch Program, the Child and Adult Care Food Program, and the Summer Food Service Program. Oversees the development of, and implements criteria, guidelines, and procedures for evaluating nutrition programs. Directly oversees the program monitoring reviews and training schedule for all programs. Accompanies staff, as needed, on program monitoring visits to local school districts and other program operators. Assesses results of program monitoring visits to ensure compliance and to amend training programs. Creates, oversees, and provides training at the local and state levels. Interprets and applies state and federal guidelines, departmental statutes, regulations, and policies related to particular program area(s). Serves as a liaison between the Department and local program sponsors, as well as with federal level program staff. Manages contracts. Serves on committees and task forces.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or school setting. Travel is typically required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.