Supervisor of Child Nutrition Services
Indian River School District

Posting open: Wednesday, October 21 - Wednesday, November 6, 2026 at 11:00 PM
Salary: https://www.irsd.net/documents/departments/human-resources/salary-scales/27066199

MINIMUM QUALIFICATIONS:ES:

1. Bachelor's Degree (preferably in Food Service Management or other closely related field; or any combination of applicable education, training, and experience which provides the knowledge, abilities, and skills in the areas of nutrition, dietary services, or institutional management).
2. Minimum 5 years of experience in food service management, dietary and nutritional planning/managements, or satellite operations from a central facility.
3. Registered Dietician by the Academy of Nutrition and Dietetics or other industry recognized organization. (Preferred)
4. Possess a Serve Safe Certification.
5. Knowledge and experience with federal, state and local guidelines, laws and regulations related to food service, nutrition and food technology
6. Knowledge and experience with food production, nutritional quality, and cost-effective production standards.
7. Ability to effectively analyze data and interpret results to maintain an efficient and cost-effective program.
8. Experience with the use of technology and the point of service software
9. Strong leadership, organizational, and communication skills
10. Meets administrative certification requirements of the State of Delaware.
11. Knowledgeable in IRSD policies and procedures.
12. Clean Criminal Background Check, TB Test, and Child Protection Registry Clearance.

REPORTS TO: Deputy Superintendent

JOB GOAL: The Child Nutrition Supervisor oversees the effective planning, coordination, and execution of nutritional programs within the Indian River School District. This includes overseeing the daily operations of school nutrition services, managing staff, meal planning, monitoring compliance with nutrition guidelines, and collaborating with various stakeholders to enhance the overall nutritional well-being of students while maintaining full compliance with all Federal and State regulations as well as nutritional program guidelines for Delaware Public Schools

PERFORMANCE RESPONSIBILITIES:

1. Conforms to all federal, state and local laws and regulations regarding school food services programs.
2. Directs the hiring and supervisory process for all Cafeteria Management and Child Nutrition staff.
3. Develops, implements and evaluates goals/objectives for the Child Nutrition Program.
4. Directs, monitors, and evaluates the implementation of school nutrition programs within the school district or state in compliance with program standards of federal, state, and local regulations.
5. Implements the appropriate usage of information systems in the management of child nutrition programs.
6. Plans for the development, coordination, and implementation of nutrition, sanitation, food and employee safety education as part of the school nutrition program.
7. Prepare specifications and bid conditions for all items required by State law or Board policy
8. Oversees all financial, personnel, and payroll needs and functions.
9. Establishes and implements budgeting and financial management systems consistent with local, state, and federal requirements.
10. Maintains and submits accurate, timely, and well-documented records and reports.
11. Maintains a system for the procurement, distribution and inventory of food and non-food materials.
12. Conduct regular meetings with the Child Nutrition Managers and Lead Workers to develop and improve all areas of the Child Nutrition Programs.
13. Assist managers with in-service training and work schedules for cooks/bakers, and general workers as needed.
14. Determines facility needs, repair and replacement of equipment.
15. Plans facility layouts and determines equipment needs.
16. Establishes and maintains a school nutrition program marketing system for the district.
17. Regularly visits and monitors all schools and facilities using a hands-on approach to provide support in the implementation of the program.
18. Establishes effective working relationships with appropriate members of all departments in the school district or state agency as provided, as well as other stakeholders such as students, parents, and community members.
19. Implements a program for continuous self-development and professional growth of staff.
20. **Performs other duties as assigned**

APPLICATION PROCEDURE:

The following items must be completed by the closing date for interview consideration:
Current District Employees (Not including substitutes): Complete online application and apply for the positions you are interested in at www.irsd.net
Outside Applicants & Substitutes: Complete online application, attach resume, college transcripts, certificates (if applicable), and three professional letters of reference or online reference surveys completed within the last year. (References from friends or family members will not be accepted)

The Indian River School District reserves the right to extend or shorten the application and/or interview period, to modify job requirements, and to reject any or all applications for reasonable cause.

The Indian River School District is an Equal Opportunity Employer and does not discriminate against employees, applicants, visitors, or others, and does not deny access to educational or other services, based on any characteristic prohibited by law.