



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 11/94; 5/95; 2/96; 7/96; 12/97; 01/07; 8/08; 7/10; 10/12;  
2/15; 6/16, 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Regulations Supervisor, FNS	<b>JOB CODE:</b> 427C
<b>DIVISION:</b> Business Services	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Food and Nutrition Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Executive Director, Food and Nutrition Services	<b>PAY GRADE:</b> Rank E (NK05)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supervises and manages the Food and Nutrition Services Free/Reduced meal application process and meal counting systems to ensure compliance with laws, regulations, rules, polices, and procedures of the State of Georgia, United States Department of Agriculture and Cobb County School District; provides out-reach services to CCSD's households regarding free/reduced meal benefits for which students may be eligible.	

### REQUIREMENTS:

1.	Educational Level: Bachelor Degree or its equivalency required (2 years of similar work level experience = 1 year of college); a combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 3 years combined experience in supervision, regulatory compliance, and training
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership, organization, computer skills, extensive knowledge of Free and Reduced Meal Regulations

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Hires, trains, and supervises Project Specialist, clerical support staff, and temporary clerical employees.
3.	Plans, implements, and supervises the free/reduced meal application process to ensure compliance with all State and Federal regulations, including ensuring accuracy of application processing by performing audits of all scanned and processed applications.
4.	Interprets Federal and State rules and regulations, policies, and procedures for the National School Lunch Free and Reduced Meal Program; establishes standard practices and procedures for ensuring compliance.
5.	Keeps current and demonstrates an extensive knowledge of Child Nutrition Program guidelines and regulations that are governed by the United States Department of Agriculture and Georgia Department of Education, including maintaining on-site reviews and corrective action plans to ensure that school cafeterias are in compliance with Federal regulations and guidelines.
6.	Provides technical assistance, support, direction, and training to all FNS Central Office staff, Managers, Managers-in-Training, and Key Persons on the appropriate use of documentation and counting and claiming procedures for the Free and Reduced Meal Program in accordance with Federal and state laws and regulations.
7.	Coordinates with Technology Services to ensure the timely and accurate import of free/reduced application codes into the students' database.
8.	Creates and maintains a tracking system to ensure proper documentation and student eligibility status is correctly recorded and in compliance with Federal and State regulations.

9.	Implements verification process of free/reduced applications to ensure compliance with Federal regulations and guidelines.
10.	Gathers all information necessary for audits performed on Food and Nutrition Services by government and regulating agencies.
11.	Attends meetings, training, and conferences to represent the District and to remain the subject matter expert on the Free and Reduced Meal Program.
12.	Processes requests for data relating to free and reduced eligibility for Food and Nutrition Services, Title I and E-rate discount, which contributes to over \$29 million in revenue to the District.
13.	Provides support of the free/reduced benefit out-reach program, consisting of charter schools, foster, homeless, migrant youth, and runaway programs.
14.	Maintains the highest level of confidentiality and exercises professional judgment.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_