

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Child Nutrition Supervisor

Exemption Status/Test: Exempt/Executive*
or Administrative

Reports to: Director of Child Nutrition

Date Revised:

Dept./School: Child Nutrition

Primary Purpose:

Supervise and observe all aspects of the daily operations of assigned school sites. Provide first-line coaching, training, and oversight to on-site staff to achieve service of high-quality meals and a safe and cost-effective operation at each site.

Qualifications:

Education/Certification:

High school diploma or GED

Certified Food Manager (CFM)

Eight hours of food safety training (*completed not more than five years prior to employee's start date or within 30 days of employee's start date*)

Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment

Ability to conduct on-site inspections of food service facilities at assigned campuses

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Strong organization, communication, and interpersonal skills

Experience:

____ years food service operations experience

Major Responsibilities and Duties:

Child Nutrition Operations

1. Oversee child nutrition managers to ensure quality control and consistency in operations.
2. Oversee production records, inventory control, organizational management, and all other aspects of daily kitchen performance.
3. Regularly complete inspections and review performance of each site; provide assistance to managers as needed.



4. Recommend staffing needs at each site, following staffing guidelines and meal per labor hour standards.
5. Review and assist the cafeteria managers in the development of work schedules and rotations.

Safety and Sanitation

6. Ensure that food items are prepared and stored in safe and hazard-free environment according to guidelines.
7. Enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
8. Ensure cafeterias maintain a safe work environment and report unsafe working conditions.
9. Ensure all equipment is in good working order. Recommend replacement as needed.
10. Follow district safety protocols and emergency procedures.

Policy, Reports, and Law

11. Implement federal and state laws, State Board of Education rule, and board policy.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Responsible for ensuring daily deposits of all monies received from the meal programs.
14. Ensure employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner.

Personnel Management

15. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
16. Provide ongoing training and support to ensure exemplary operation in child nutrition food service.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of child nutrition managers at assigned sites*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; district vehicle

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____

