

# MABANK ISD

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**Job Title:** Child Nutrition Supervisor

**Exemption Status/Test:** Exempt/Executive\*  
or Administrative

**Reports to:** Chief Financial Officer

**Date Revised:** 04/30/2024

**Dept./School:** Child Nutrition

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## Primary Purpose:

Direct and manage the child nutrition operation of the district. Supervise and observe all aspects of the daily operations of assigned school sites. Plan and implement programs meeting regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

Serve and function as the Child Nutrition Program Director for Contracting Entity Applications in TX-UNPS.

## Qualifications:

### Education/Certification:

Bachelor's degree or equivalent educational experience with academic major in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field\*\*

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 districtwide

Ability to manage personnel

Ability to implement policy and procedures

Ability to interpret data

Strong organization, communication, and interpersonal skills

### Experience:

5 years food service operations experience

## Major Responsibilities and Duties:

### Child Nutrition Operations

1. Manage district's child nutrition programs and oversee FSMC operations.
2. Oversee Food Service Management Company to ensure quality control and consistency in operations.

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3. Oversee production records, inventory control, organizational management, and all other aspects of daily kitchen performance.
  4. Regularly complete inspections and review performance of each site; provide assistance to FSMC as needed.
  5. Recommend staffing needs for the development of FSMC RFP and ensure compliance of FSMC on contract documents relating to personnel.
  6. Establish and direct process of providing free and reduced lunch applications following United States Department of Agriculture and Texas Education Agency guidelines for meal eligibility and reimbursement of federal funds.

### **Safety and Sanitation**

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

### **Policy, Reports, and Law**

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

### **Personnel Management**

16. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal to FSMC.
17. Oversee 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\*

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**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.*

*\*\*Child Nutrition Supervisor/Director hired before July 1, 2015 may be exempt from education requirements.*

*Per TDA ARM Section 27:*

- Program supervisor/director who continues to be employed by the district when the program supervisor/director was hired and employed before July 1, 2015 is exempt.*
- Program supervisor/director who moves to another position within the district that hired before July 1, 2015 is exempt.*
- Program supervisor/director who has taken a position that was advertised prior to July 1, 2015 is exempt.*

*\*\*Child Nutrition Supervisor/Director hired after July 1, 2015 may alternatively have a Bachelor's degree in any academic major and a state-recognized certificate for school nutrition directors OR*

- Districts with 2,500 to 9,999 students: A Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience or an Associate's degree or equivalent educational experience with academic major in in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field and at least two years of relevant school nutrition programs experience.*
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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 \_\_\_\_\_