



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Child Nutrition Supervisor

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|---------------------------|-------------------------------------------------|
| Reports to: | Assistant Director – CN Field Operations |
| School/Department: | Child Nutrition Services |
| Pay Grade: | Administrative Management Pay Grade 2 |
| Wage/hour status: | Exempt/226 days |
| Created/revised: | December 2014 |

Primary Purpose:

Supervises the implementation of the child nutrition policies and guidelines as directed by USDA and TDA. Monitors all sites to ensure all state and local health department requirements are met. Assists the CNS Director in ensuring that the Child Nutrition Department provides a supportive environment for the achievement of the instructional goals and objectives of the district.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree in Foods and Nutrition, Home Economics, Food Service Management or closely related field from an accredited college or university recognized by the US Department of Education.

Special Knowledge/Skills:

- Knowledge of Federal, State and local laws, regulations, policies and best practices in areas of food service management for children.
- Knowledge of quantity food preparations and production for children.
- Knowledge of inventory system standards.
- Skill in managing multiple campus food service facilities to include conducting on-site inspections districtwide.
- Skill in recipe standardization, development and testing for quality food products.
- Skill in providing educational and training assistance for Child Nutrition managers and other campus employees.
- Skill in comprehending and evaluating facts and problems associated with student food service situations; exercising sound judgment; and taking decisive and timely action in accordance with standard operating procedures.
- Skill in conducting investigations and preparing written documentation in response to inquiries and complaints from groups such as parents, district officials and administrators, union representatives, and the general public
- Skill in managing staff, team building, operations, projects, and budgets on a large scale
- Skill in gathering/organizing/analyzing/interpreting data, utilizing various statistical techniques, applying concepts to assist in formulating conclusions and developing recommendations and solutions
- Skill in operating MS Office (Word, Excel, Access, Powerpoint)
- Ability to manage multiple complex tasks simultaneously and independently to meet deadlines.
- Ability to communicate effectively, both verbally and written, utilizing tact and diplomacy.
- Ability to maintain effective working relationships with District staff, outside organizations, elected officials, and the general public.



Experience:

- Experience in school related child nutrition programs preferred
- Bilingual English/Spanish preferred

Major Responsibilities and Duties:

Child Nutrition Operations:

1. Complete on-site inspections to verify adherence to federal, state, local and district standards regarding food production, health code requirements, food safety, service and quality.
2. Instruct and supervise in the use of work schedules, food production records, inventory control and organizational management.
3. Assist in establishing labor requirements and assigning personnel to schools.
4. Assist in developing and implementing employee training programs.
5. Assist in implementing the overall safety and sanitation programs at each school.
6. Provide managers with support and advise when counseling employees.
7. Evaluate managers to determine effectiveness in achieving program goals and compliance with local, federal and state policies, rules and regulations.
8. Assist schools in troubleshooting problems.
Work with the school staff and students to determine how to best meet their needs
9. Assist elementary schools with Manners Banquets.
10. Utilize data to evaluate participation, quality, effectiveness, staffing, productivity and cost. Develop and implement action plan to correct any deficiencies.
11. Works with parents, faculty, staff and student groups to promote an understanding of Child Nutrition programs.
12. Participates in sampling and tasting of food products. Completes meal assessment forms regularly.
13. Support the Child Nutrition Department with regular and reliable attendance.

Policy, Reports and Law

1. Ensures compliance with federal, state and local standards for safety and related regulations.
2. Compiles, maintains, files, and presents all physical and computerized reports, records, and other documents as required. Prepares, processes, and maintains all documents required to verify campus kitchen areas meet health code and sanitation standards.

Budget, Purchasing, and Inventory

1. Evaluates and recommends child nutrition supplies and equipment to be used.
2. Observes standardized ordering procedures for all food items at campus.



Instructional and Student Management

1. Demonstrates awareness of the ways that the Child Nutrition Department supports instruction.
2. Investigates reported food concerns and takes appropriate action to resolve issues.

Safety

1. Maintains safety standards that conform with state, federal, and insurance regulations are being followed.
2. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
3. Ensures that established safety procedures are followed including lifting and climbing. Make sure that tools and equipment are operated and chemicals handled according to established safety.
4. Ensures that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouse.
5. May assist with investigating kitchen accidents and student safety violations.
6. Maintains safety standards in conformance with federal, state, and insurance regulations.
7. May conduct training to promote a safe work environment to include students.
8. Ensures that food service equipment is in excellent operating condition.

Personnel Management

1. Manages, conducts, and makes sound recommendations regarding supervisory activities in the areas of interviewing, selecting, and recommending personnel placement or dismissal, training, professional development, counseling, and performance evaluations with review and approval by the Assistant Director and the Director of Child Nutrition and the Human Resources Department.
2. Investigates reported concerns and takes appropriate action to resolve issues.
3. Ensures that personnel practices are coordinated and personnel files are maintained according to district policy.
4. Oversees work assignments and ensures completion.
5. Promotes an open, collegial environment among staff and develop a positive staff morale.
6. Recognizes exemplary performance.

Other

1. Demonstrates effective interpersonal skills through communications with parents, community, staff and school board.
2. Demonstrates commitment to good nutrition, overall good health, professionalism, and professional growth.
3. Actively participates in professional organizations; takes the initiative to provide leadership in addressing the challenges facing the profession.
4. Promotes a positive image that supports the mission of the district; works with all Child Nutrition personnel to continually improve the professionalism of the total department
5. Responds to after-hours emergencies as needed.
6. Performs such other duties as may be assigned.



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Supervisory Responsibilities:

1. Supervises and evaluates performance of campus child nutrition managers and support staff assigned to the Child Nutrition Supervisor.

Supervisory Responsibilities:

1. All kitchen equipment, machinery, POS, office equipment including computers, fax, calculator, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress

Frequent interruptions

Occasional travel outside of school boundaries

Deadline driven workload

Prolonged use of equipment and computers

Repetitive hand motions

Frequent district-wide travel

Frequent contact with parents, community, and/or other district/campus employees

Work indoors to conduct on-site inspections of facilities

Prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____