

Job Title: Child Nutrition Supervisor

Term: 217

Reports to: Director of Child NutritionNon-exempt

PRIMARY PURPOSE:

Provide support and supervision to the cafeteria employees. To ensure all regulations and procedures are followed as required by the Texas Department of Agriculture and the local health authorities. Assist in marketing, creating new recipes, processing meal applications, nutrition education and general office duties. Assist and support the district's philosophy and mission

QUALIFICATIONS:Education/Certification and Experience

- High School Diploma or GED
- Food Manager Certification/Serve Safe
- 3 years Child Nutrition experience
- Texas Association School Nutrition Certified

Special Knowledge/Skills

- Ability to communicate in a calm, professional manner.
- Knowledge of child nutrition program regulations through Texas Dept of Agriculture
- Knowledge of methods and principals of quantity food cookery
- Knowledge of operation and care of institutional preparation equipment
- Ability to train and supervise employees
- Strong organizational, communication and interpersonal skills
- Computer literate (Microsoft office and Child Nutrition software)

MAJOR RESPONSIBILITIES AND DUTIES:

- Assists in processing meal applications, purchase orders, invoices
- Assist in developing menus
- Reviews, checks, and maintains records to assure compliance with regulations.
- Inputs grocery orders, maintains inventories, formulates new recipes, and review and generate production records on computer.
- Monitors food receipts against deliveries
- Attends staff meetings, schedules workshops and in service training as required.
- Provides direct supervision and assistance to all cafeterias. Duties such as but not limited to: monitoring, observing, completing On-Site reviews, Compliance Kitchen Review Form, HACCP, and working in kitchen if needed.
- Help promote healthy behaviors by educating, marketing, promotions for the students, staff, parents and community.
- Works cooperatively with students, school staff, administrators, and the public to effectively promote and otherwise enhance the Child Nutrition Program.
- Duties will be assigned as needed by Child Nutrition Director

Child Nutrition Supervisor

WORKING CONDITIONS

Mental Demands

- Ability to communicate effectively (verbal and written)
- Ability to cope with emotional situations and occasional stress.
- Time deadlines, fast-paced schedules

Physical Demands:

- Repetitive hand motions, prolonged use of computer
- Standing, bending, squatting, reaching, walking, bending, pushing, moderate lifting and carrying (15-35 lbs)
- Exposure to slippery surfaces, moderate exposure to hot/cold temperatures
- Works near machinery with moving parts

The foregoing statement describe the general purpose and responsibilities assign to this job and are not an exhaustive list of responsibilities, duties and skills that may be required.

Signature: _____ Date _____