

Aledo ISD Job Description

Campus Cafeteria

Child Nutrition Supervisor

Rev. 4/1/2019

Reports to: Director of Child Nutrition

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:

High school diploma or GED

Proficient in English language

Food manager certification

Mandatory trainings are required as determined by Aledo ISD

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation

Ability to manage personnel

Effective planning and organizational skills

Experience:

Three years' experience in institutional food service operations

Major Responsibilities and Duties:

1. Assists in processing meal applications, purchase orders, invoices
2. Assist in developing menus
3. Reviews, checks, and maintains records to assure compliance with regulations.
4. Inputs grocery orders, maintains inventories, formulates new recipes, and review and generate production records on computer.
5. Catering duties at District functions.
6. Attends staff meetings, schedules workshops and in service training as required.
7. 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.
8. Help promote healthy behaviors by educating, marketing, promotions for the students, staff, parents and community.
9. Works cooperatively with students, school staff, administrators, and the public to effectively promote and otherwise enhance the Child Nutrition Program.
10. Duties will be assigned as needed by Child Nutrition Director

Supervisory Responsibilities:

Supervise and evaluate child nutrition specialists assigned to campus cafeteria.

Aledo ISD Job Description

Campus Cafeteria

Child Nutrition Supervisor

Rev. 4/1/2019

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

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

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.

Employee Signature

Date

Child Nutrition Director

Date