



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	CNP Area Supervisor	Exemption Status:	Non-Exempt
Reports to:	Director of Child Nutrition Program	Pay Grade:	09
Works with:	Child Nutrition Program Staff	Days:	226
Dept./School:	Child Nutrition Program	Date Revised:	09/23/2019

Primary Purpose:

Assists in the supervision of all assigned cafeterias and CNP personnel to ensure compliance with USDA, TDA and Child Nutrition Program policies and procedures.

Prerequisites:

- High School Graduate or GED; Associate's Degree (preferred)
- 5 years minimum experience as a cafeteria manager in schools operating the USDA Child Nutrition Programs
- Current Texas Food Manager Certification

Special Knowledge/Skills:

- Familiar with regulations of National School Lunch Program, School Breakfast Program, Summer Feeding Program and At-Risk Supper Program
- Experience in the planning and implementation of meal service in school cafeterias
- Working knowledge of Microsoft Word, Excel, Power Point
- Familiar with software for point of sale, meal reporting and production planning
- Knowledge of methods, materials, and equipment used in quantity food preparation
- Knowledge of food safety and sanitation
- Ability to manage personnel
- Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Visits campuses on a routine basis to supervise cafeteria managers and personnel to ensure compliance with USDA, TDA and Child Nutrition Program policies and procedures.
2. Provides guidance to cafeteria managers in work scheduling, food production, inventory, personnel, food safety and sanitation.
3. Reviews all food production records for accuracy.
4. Monitors proper documentation of required records.

5. Assists cafeteria manager in the evaluation of cafeteria personnel.
6. Assists with recipe development and testing to ensure quality, standardization and consistency.
7. Works with cafeteria personnel to promote and market the Child Nutrition Program.
8. Assists in the provision of catering services for special school related and community activities.
9. Assists with training for Child Nutrition Program staff pertaining to all areas of the department.
10. Observes workplace safety rules and regulations.
11. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

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

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

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

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.

Employee Signature:

Date:

Administrator's Signature:

Nate Carney Ed. D.

Date:

9-24-19