

<b>Job Title:</b>	Supervisor Food Services	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Food Services	<b>Pay Grade:</b>	103
<b>Dept. /School:</b>	Food and Nutrition Services	<b>Date Revised:</b>	November 1, 2024

**Primary Purpose**

Provide leadership which promotes child nutrition and creates an interest in the role of the school food service program in the school and community. Manage all aspects of school cafeteria operations at assigned schools by meeting federal and fiscal requirements regarding menu and service, personnel, maintenance, and training.

**Qualifications****Education/Certification**

Bachelor of Science Degree in Food and Nutrition, Dietetics, Food Service Management or related field

Valid registration by the Commission on Dietetic Registration

**Special Knowledge/Skills**

- Ability to interpret policies, procedures and data
- Strong organization, communication, and interpersonal skills

**Experience**

One (1) year management experience

**Major Responsibilities and Duties**

1. Direct the efficient daily operation of assigned school food services.
2. Ensure that policies and procedures under guidelines for operating National School Lunch and Breakfast Programs are followed.
3. Enforce district and department policies, administrative procedures, and approved practices relating to sanitation, food preparation and service, accounting of funds, and storage of food supplies.
4. Strive to maintain good public relations with students, staff, faculty, parents, and the community.
5. Support lines of communication between the Food Service Unit and the individual food service sites.
6. Maintain nutritional integrity of the schools' Child Nutrition Program through implementation of Dietary Guidelines for Americans and School Meals Initiative.
7. Plan school cycle menus following guidelines set by the USDA that meet established nutritional requirements for students and encourage student consumption.
8. Develop production worksheets to ensure that portions meet or exceed USDA basic meal pattern requirements.
9. Plan, coordinate, and determine the cost for special functions requiring involvement of food service.
10. Evaluate selected food samples before purchase for acceptability.
11. Conduct student sample tests for acceptability of food products.
12. Conduct ongoing evaluations of recipes in use and make adjustments to improve the quality and acceptability of food products.
13. Counsel employees regarding job performance and recommend personnel actions including the hiring, promotion, transfer, and termination of employees.
14. Assist food service managers in maintaining effective control over food service expenditures.
15. Take prompt action to correct problems or situations which may interfere with the operation of food service.
16. Evaluate layout of equipment in order to increase efficiency.
17. Integrate a comprehensive training program and standards for evaluating employee performance into the overall management of the Child Nutrition Program.
18. Revise and correct monthly reports received for assigned schools.
19. Review and approve all services and supplies requested by the managers.

- 20. Ensure program credibility through monitoring of cafeteria manager food production records and practices.
- 21. Analyze production activities to utilize all resources for the simplification of operational procedures.
- 22. Maintain an operation that responds to students' food preferences by implementing changes when the need is indicated.
- 23. Plan, coordinate and supervise all aspects of the Summer Feeding Program to meet district guidelines.
- 24. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned food services staff

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, frequent district wide travel.

**Terms of Employment**

210 days; salary to be established by the Board of Trustees

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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: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with federal funds and my job duties/responsibilities must comply with the Federal Program requirements.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with Federal Program requirements.*

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.