

## **KILLEEN INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION**

**Job Title:** Program Supervisor for School Nutrition  
**Report To:** Coordinator for School Nutrition  
**FLSA Status:** Exempt

### **SUMMARY**

Supervised and coordinates activities of workers engaged in preparing and serving balanced meals to children and staff of schools by performing assigned duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Provides technical direction to School Nutrition Managers and their staff in the administration of School Nutrition programs in assigned schools.

Creates and administers strategic training plan for the department to meet the USDA professional development standards for all School Nutrition personnel.

Develops and administers the Manager In Training Program.

Completes campus visits and measures cafeteria operations through completion of site checklist tool.

Supports School Nutrition Coordinator in staffing and assigning school nutrition personnel to cafeterias.

Handles discipline and assignments of personnel.

Writes and teaches Hazard Analysis Critical Control Point guidelines.

Possesses knowledge in the replacement and maintenance of school nutrition equipment.

Creates actionable plans to impact School Nutrition operations in the areas of meal participation and cost efficiencies.

Implements improvements and necessary changes in food preparation, services, menus, facilities, and equipment.

Assures adherence to School Nutrition programs and to Federal, State, HHACP (Hazard Analysis Critical Control Points), TPSNP (Texas Public School Nutrition Policy), Local, and District laws and regulations concerning such matters as sanitation, safety, and portion control for students.

Supervises Summer School and Summer Feeding operations.

Supervises cafeteria managers and coordinates activities of workers engaged in preparing food, servicing meals and cleaning the kitchen and dining room areas.

Support campus administration concerns and create solutions for operational efficiency with allocated resources.

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Supervises school cafeteria staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability needed. There may be alternatives to the below qualifications, as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION or EXPERIENCE**

Associate's degree, preferred, and five or more years of related experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or administrators and employees.

## **MATHEMATICAL SKILLS**

Ability to add and subtract, multiply, and divide in all units of measures. Ability to calculate amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **MENTAL DEMANDS / PHYSICAL DEMANDS/ ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; district vehicle

**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; frequent districtwide travel; occasionally exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate.

**Approved Date:** March 22, 2021

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