

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

**Nutrition Supervisor**

Job Description

March 2017

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**Reports to:** Director of Nutrition Services

**Status:** Exempt

**Term:** 226

## **Primary Purpose:**

Assist in the direction, management and supervision of the school nutrition program and operations in District facilities. Assist in the planning and implementation of programs that fulfill regulatory requirements, meet the nutritional requirements for students, promote the development of sound nutritional practices and maintain a safe and sanitary environment.

## **Qualifications:**

### **Education/Certification:**

High School Diploma or GED required

Associates Degree preferred

### **Special Knowledge/Skills:**

Knowledge of menu planning, food purchasing and preparation of foods, and commercial kitchen equipment in a school food service environment

Ability to manage budget and personnel

Strong organizational, communication and interpersonal skills

Proficient computer skills including demonstrated ability in Microsoft Office and point-of-sale software

### **Experience:**

Experience in food service management preferred

Three years of experience in school food service environment, preferred

## **Major Responsibilities and Duties:**

### **Instructional Management**

1. Assist in ensuring that school nutrition operations are supportive of the instructional goals of the District.

### **School/Organization Climate**

2. Promote a positive, caring climate for learning.
3. Deal sensitively and fairly with persons from diverse cultural backgrounds.
4. Employ effective interpersonal skills.

### **School or Organization Improvement**

5. Assess and respond to needs related to job responsibilities.
6. Contribute to the recommendation of sound policies directed toward program improvement.

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7. Assist in designing feasible projects for implementing innovations.

### **Personnel Management**

8. Supervise cafeterias: monitoring food preparation, ordering, service, storage procedures and sanitation policies, compliance to USDA/TDA and TCISD policies and procedures and equipment maintenance.
9. Assist in developing training options and/or improvement plans to ensure the best operation of the school nutrition department.
10. Assist in evaluation of the job performance of employees to ensure effectiveness.
11. Make sound recommendations relative to personnel placement, transfer, retention and dismissal.

### **Administration and Fiscal/Facilities Management**

12. Implement and manage the District's marketing and promotional programs as well as nutritional programs including, but not limited to, food safety (HACCP), District wellness policy and employee safety program.
13. Assist in ensuring that programs are cost effective and funds are managed prudently.
14. Assist in compiling budgets and cost estimates based upon documented program needs.
15. Assist in the implementation of the policies established by federal, state and local law, and TCISD School Board policy in the area of food service.
16. Assist in the compilation, maintenance and filing of all reports, records and other documents required to include, but not limited to, production records, order guides, and inventory forms.
17. Assist with the development of a cost-effective and efficient system for procurement of all food and nonfood materials meeting federal procurement and Texas Department of Agriculture (TDA) standards.
18. Assist in the establishment and direction of the process for free and reduced lunch applications following United States Department of Agriculture and TDA guidelines for meal eligibility and reimbursement of federal funds.
19. Ensure that security measures are taken to protect food, supplies and equipment in school cafeterias, lunchrooms and warehouses.
20. Manage and maintain computerized point-of-sale system including, but not limited to, software updates, year-end procedures, overlay revisions, student information and hardware issues.
21. Maintain school nutrition website.
22. Assist in kitchen equipment planning, specifications and purchasing.
23. Develop menus, recipes, updates and maintain information in nutritional analysis software.

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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 by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_