**Job Title [[1]](#footnote-1) [[2]](#footnote-2): Area Supervisor - Nutrition Calendar Days: 200**

**Reports to: Assistant Director of Nutrition-Operations**

**Department/School: Nutrition**

**Exemption Status: Exempt**

**Funding Source [[3]](#footnote-3): [ ] Local [ ] State Comp Ed (SCE) [X ] Federal [ ] Grant**

# Primary Purpose:

To ensure that USDA regulations, AISD policies & procedures are upheld & employees work together in a cooperative spirit to best serve the interest of the students & district.

# Qualifications:

Education/Certification:

* BS in Nutrition, Institutional Food Management and/or Management
* Valid Texas driver’s license with safe driving record
* State of Texas or ANSI accredited Food Service Manager’s Certification required
* Registered Dietician preferred

Special Knowledge/Skills/Abilities:

* Proficiency in effective communication (written and spoken)
* Strong technology literacy skills
* Strong organization, time management, supervisory and interpersonal skills
* Knowledge of food production and food service
* Able to implement policy and procedures

Experience:

* Three (3) years’ experience in food service management
* Experience in quality control, high volume, multi-unit institutional school food service preferred

# Major Responsibilities and Duties:

**Food Service Operations**

* Communicate to Assistant Director: concerns and corrective action plans related to personnel, food safety, sanitation, and financial including safekeeping of assets.
* May supervise Summer School Programs, catering, special diets and screen/interview applicants for coming school year.
* Monitor/adjust all entities related to financial management. Ensure that managers meet yearly P&L expectations.
* Ensure district procedures for computer use and POS accountability are being followed; up-to-date customer prices, correct change being given, and safety of revenue generated.
* Promote awareness of and participation in special programs and promotions (e.g. theme days).
* Evaluate kitchen equipment and layout; recommends needed changes for best practice.
* Available after regular duty hours to attend meetings, coordinate/cater school functions, for emergencies and to audit meal programs.
* Check and verify schools’ fixed asset lists are current with District’s records – annually.
* Daily must observe all aspects of meal service.
* Work in various schools as needed.

**Policy, Reports, and Law**

* Follow and enforce all USDA/TDA, Health Department, Nutrition Department and District policies and procedures.
* Recommend new operational procedures as appropriate.
* Maintain assigned vehicle and report needed maintenance.

**Personnel Management**

* Supervise total operation of assigned schools, including but not limited to – USDA regulations, staffing/training, food safety/quality, staff/student/parent relations, and financial management.
* Supervise, evaluate & recommend corrective action for managers.
* Hold managers accountable for policies & procedures described in employee handbook. If employee fails to follow P&P, teach and/or conference to insure expectations are understood.
* If deficiencies continue, formal documentation to be done within one day of occurrence. Recommends proper punitive action, if needed.

**Safety**

* Inspect facilities for compliance with HACCP/USDA/City/County Health Department regulations, standards for sanitation, safety, storage, preparation and service.
* Mentally alert and avoid situations that could harm others in a potentially dangerous environment.

**Other**

* Must obtain minimum required annual Professional Standard training hours, per USDA regulations.
* Must attend required training, in-service and work related activities.
* Follow district safety protocols and emergency procedures.
* Maintain an appropriate level of technology competence to meet the current and future needs of Alief.
* Implement alternative methods of instruction as needed.
* Perform other duties assigned.

**Supervisory Responsibilities:**

Supervise total operation of assigned schools.

# Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of Professional Supervisor Personnel.

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

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

Posture:Standing, sitting; bending/stooping, pushing/pulling, twisting, walking, reaching, wrist turning, grasping and finger manipulating.

Motion:Repetitive hand motions including frequent keyboarding and use of mouse

Lifting:Moderate lifting and carrying (up to 15 pounds); May require occasional heavy lifting and carrying (15-45 pounds)**,** if over 20 pounds must use cart and ask for assistance

Environment:May work prolonged or irregular hours; frequent districtwide travel; frequent exposure to extreme hot and cold temperatures (-10o to 130o F); and may work in various weather conditions

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.

Reviewed by: Date:

Received by: Date:

1. Pursuant to the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 & 504 of the Rehabilitation Act of 1973 Alief ISD will not discriminate against any employee, or applicant for employment, because of a physical or mental impairment with regard to any position for which that person is qualified. Through the Human Resources Department, any employee who may need special accommodations may receive services. Please contact Human Resources at 281.498.8110. [↑](#footnote-ref-1)
2. The ability to communicate in English is required of all positions in Alief. [↑](#footnote-ref-2)
3. Continuation of grant funded and federally funded positions is contingent upon availability of funding. [↑](#footnote-ref-3)