

Crosby Independent School District

Nutrition Services: Supervisor-Secondary (1799)

JOB POSTING

Job Details

Posting ID

1799

Title

Nutrition Services: Supervisor-Secondary

Description

Job Title: Nutrition Services Supervisor – Secondary
Reports to: Director of Nutrition Services
Days to Work: 226 Days/12 Months
Pay Grade: Aux: 7 (\$27.15- \$38.27) (Depends on Years of Experience)
Wage/Hour Status: Non-Exempt
Dept./School: Nutrition Services Department
Date Revised: 05/2020
Report Date: January 05, 2026

In-House applicants must complete the online internal application

All substitutes for Crosby ISD, if applying for a full time job, MUST complete an External Application

Primary Purpose:

The Nutrition Services Supervisor – Secondary & Training works under the direction of the Director of Nutrition Services and is responsible for training and implementation of nutrition policies and guidelines as directed by USDA and TDA. Supervision of assigned Nutrition Services sites to ensure all state and local health department requirements are met. Assists the Nutrition Services Director in ensuring that the Nutrition Services Department provides a supportive environment for the achievement of the instructional goals and objectives of the district.

Qualifications:

Education/Certification:

- Associate degree or higher from an accredited college or university, preferred.
- Experience in school-related Nutrition Services programs (6 year minimum required)
- Bilingual English/Spanish, required
- TASN Level 3
- Safety and Sanitation Certification, required
- ServeSafe Certification, required
- ESC Manager Academy graduate, preferred

Special Knowledge/Skills:

- Skill in providing educational and training assistance for Nutrition Services managers and other campus employees.
- Knowledge of Federal, State and local laws, regulations, policies and best practices in areas of food service management for children.
- Knowledge of Federal, State and local laws, regulations, policies and best practices in areas of food service management for children.
- Knowledge of quantity food preparations and production for children.
- Knowledge of inventory system standards.
- Skill in presenting, delivering and evaluating instruction program and teaching effectiveness

- Skill in managing multiple campus food service facilities to include conducting on-site inspections districtwide.
- Skill in recipe standardization, development and testing for quality food products.
- Skill in comprehending and evaluating facts and problems associated with student food service situations; exercising sound judgment; and taking decisive and timely action in accordance with standard operating procedures.
- Skill in conducting investigations and preparing written documentation in response to inquiries and complaints from groups such as parents, district officials and administrators, union representatives, and the general public
- Skill in managing staff, team building, operations, projects, and budgets on a large scale
- Skill in gathering/organizing/analyzing/interpreting data, utilizing various statistical techniques, applying concepts to assist in formulating conclusions and developing recommendations and solutions
- Skill in operating MS Office (Word, Excel, Access, Powerpoint)
- Ability to manage multiple complex tasks simultaneously and independently to meet deadlines.
- Ability to communicate effectively, both verbally and written, utilizing tact and diplomacy.

Experience:

- Experience in a supervisory or leadership role within a child nutrition program or comparable setting.
- Experience in managing multi-unit food service sites preferred
- Experience in training adult learners, required

Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

Major Responsibilities and Duties:

Nutrition Services Operations:

- Assist in developing and implementing department required employee training programs. Including but not limited to:
- Safety and Sanitation, Food Production, Recipe Preparation, Employee Issues and conflict resolution, Equipment Use and Safety, Day End Procedures, POS, Counting and Claim Issues
- Complete on-site inspections to verify adherence to federal, state, local and district standards regarding food production, health code requirements, food safety, service and quality.
- Instruct and supervise in the use of work schedules, food production records, inventory control and organizational management.
- Assist in establishing labor requirements and assigning personnel to schools.
- Assist in implementing the overall safety and sanitation programs at each school.
- Provide managers with support and advise when counseling employees.
- Evaluate managers to determine effectiveness in achieving program goals and compliance with local, federal and state policies, rules and regulations.
- Assist schools in troubleshooting problems.
- Work with the school staff and students to determine how to best meet their needs
- Utilize data to evaluate participation, quality, effectiveness, staffing, productivity and cost. Develop and implement action plan to correct any deficiencies.
- Works with parents, faculty, staff and student groups to promote an understanding of Child Nutrition programs.

- Participates in sampling and tasting of food products. Completes meal assessment forms regularly.
- Support the Nutrition Services Department with regular and reliable attendance.
- Maintains Professional Standards database tracking USDA mandatory annual training requirements.
- Regularly updates Nutrition Services Administrators regarding compliance with training requirements.

Policy, Reports and Law

- Ensures compliance with federal, state and local standards for safety and related regulations.
- Compiles, maintains, files, and presents all physical and computerized reports, records, and other documents as required. Prepares, processes, and maintains all documents required to verify campus kitchen areas meet health code and sanitation standards.

Budget, Purchasing, and Inventory

- Evaluates and recommends child nutrition supplies and equipment to be used.
- Observes standardized ordering procedures for all food and food items at campuses.

Safety

- Maintains safety standards that conform with state, federal, and insurance regulations are being followed.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Ensures that established safety procedures are followed including lifting and climbing. Make sure that tools and equipment are operated and chemicals handled according to established safety.
- Ensures that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouse.
- May assist with investigating kitchen accidents and student safety violations.
- Maintains safety standards in conformance with federal, state, and insurance regulations.
- May conduct training to promote a safe work environment to include students.
- Ensures that food service equipment is in excellent operating condition.

Personnel Management

- Manages, conducts, and makes sound recommendations regarding supervisory activities in the areas of interviewing, selecting, and recommending personnel placement or dismissal, training, professional development, counseling, and performance evaluations with review and approval by the Assistant Director and the Director of Nutrition Services and the Human Resources Department.
- Investigates reported concerns and takes appropriate action to resolve issues.
- Ensures that personnel practices are coordinated and personnel files are maintained according to district policy.
- Oversees work assignments and ensures completion.
- Promotes an open, collegial environment among staff and develop a positive staff morale.
- Recognizes exemplary performance.

Other

- Demonstrates effective interpersonal skills through communications with parents, community, staff and school board.
- Actively participates in professional organizations; takes the initiative to provide leadership in addressing the challenges facing the profession.
- Promotes a positive image that supports the mission of the district; works with all Nutrition Services personnel to continually improve the professionalism of the total department
- Responds to after-hours emergencies as needed.
- Performs such other duties as may be assigned.

Supervisory Responsibilities:

- Supervises and evaluates performance of campus nutrition managers and support staff assigned to the Nutrition Services Supervisor.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- Walk briskly, push and pull carts, stoop, bend, kneel, and climb. Lift up to 40 pounds, climb a 6 foot ladder. Moderate to heavy exposure to hot and cold temperatures, steam and wet floors and cleaning chemicals.
- Ability to stand for several hours while conducting training.
- Maintain emotional control under stress, frequent interruptions, Deadline driven workload
- Occasional travel outside of school boundaries with frequent district-wide travel
- Daily attendance and punctuality are essential functions of the job

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.

The Crosby Independent School District - in compliance with the Title VII, American Disability Act, Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973 and other statutes- seeks to provide equal opportunity without regard to race, color, religion, national origin, sex, age, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status. This policy extends to the employment and all programs and activities conducted by the district. For Further information, Contact the Office of the Superintendent, Crosby Independent School District, 14670 FM 2100. Crosby, Texas 77532.

An Equal Opportunity Employer

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$27.15 to \$38.27
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Food Service
<i>External Job Application</i>	Nutrition Service	<i>Internal Job Application</i>	Internal
<i>Location</i>	Crosby ISD Nutrition Service	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	High School Diploma/GED		

Job Application Timeframes

<i>Internal Start Date</i>	09/30/2025	<i>General Start Date</i>	09/30/2025
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	4390	Child Nutrition Supervisor - Secondary & Training

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
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