

FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Child Nutrition Program Director

Reports to: Assistant Superintendent for
Finance & Operations

Dept./School: Child Nutrition

Date Revised: September 1, 2026

Exemption Status/Test: Exempt/Executive*

Number of Days Employed: 211

Pay Grade: AP-2

Primary Purpose:

Direct and manage the child nutrition program. Plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent educational experience with academic major in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, or business preferred. Without Bachelor's degree, must have minimum four years of experience in school nutrition programs.

Eight hours of food safety training (*completed not more than five years prior to employee's start date or within 30 days of employee's start date*)

Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment

Ability to conduct on-site inspections of food service facilities districtwide

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to develop spreadsheets, perform data analysis, and interpret data

Ability to use software applications for word processing

Strong organization, communication, and interpersonal skills

Experience:

Three years' experience in food service management

Five years' experience in food service environment

Major Responsibilities and Duties:

Food Service Operations

1. Direct and manage district's child nutrition programs.

2. Develop menus that meet established nutritional requirements for students, including smart snacks and substitutions that meet federal and state requirements.
3. Work cooperatively with campus principals to create meal schedules and resolve personnel issues.
4. Establish and direct process of providing free and reduced meal applications following United States Department of Agriculture, Texas Department of Agriculture, and Texas Education Agency guidelines for meal eligibility, annual verification process, Direct Certify reports, and reimbursement of federal funds.
5. Develop and maintain written department procedures, including department employee handbook, standard operating procedures, and Hazard Analysis Critical Control Point (HACCP) for all food service operations.
6. Travel frequently between two campuses and occasionally to food distributor locations to pick up and deliver products.
7. Ensure point of sale system is updated on a regular basis, including start of year and end of year processes.

Policy, Reports, and Law

8. Implement federal and state law, State Board of Education rule, and board policy.
9. Compile, maintain, and file all reports, records, and other documents required. Ensure records are retained for legally prescribed retention periods.
10. Ensure that employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner.
11. Complete minimum annual continuing education requirements.

Budget and Inventory

12. Develop and administer food service budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.
13. Work cooperatively to develop and implement a cost-effective and efficient food procurement and inventory system that meets both federal and Texas Education Agency (TEA) standards. Monitor inventories and adjust menus accordingly per Texas Department of Agriculture (TDA) requirements.

14. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval. Utilize approved purchasing cooperatives to the fullest extent possible.
15. Enter purchasing requisitions ensuring that state and federal procurement regulations are followed; approve and forward invoices and purchase orders for food service department to accounting department.
16. Develop and implement inventory and stock control program for equipment and supplies and recommend replacement and disposal of obsolete equipment as necessary.
17. Communicate with vendors regarding delivery schedules and ensure that vendors have appropriate access to the federal base.
18. Communicate negative student balances with campus administrators and supervisor on a regular basis throughout the school year and report year-end balances to supervisor for proper accounting in the general ledger.

Personnel Management

19. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
20. Prepare, review, and revise job descriptions for food service department positions.
21. Develop training options and improvement plans to ensure exemplary operation in the food service area.

Safety

22. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.
23. Maintain safety standards that confirm with federal, state, and insurance regulations and develop a program of preventive safety.
24. Organize and conduct training programs to promote safe food handling and a safe work environment.

Other

25. Follow established district safety protocols and emergency procedures.
26. Promote teamwork and interaction with fellow staff members.
27. Maintain confidentiality of information.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of campus cafeteria managers, supervisors, and support staff assigned to the child nutrition department.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting or standing; occasional bending/stooping, pushing/pulling, climbing and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

Lifting: Moderate lifting and carrying (15-44 pounds).

Environment: May work prolonged or irregular hours. Frequent districtwide travel. Work in commercial kitchen environment, including exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Other: Alternate methods of performing duties. Perform other duties as assigned.

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.

**To meet the executive exemption test, the primary duty must be management and the employee must supervise at least two full-time employees.*

Approved by:	Date:
Campus/Department Administrator	
Reviewed by:	Date:
Employee	
Received by:	Date:
Human Resources	