**Area Supervisor for Child Nutrition Programs**

**Employee Name (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Child Nutrition **Classification:** Paraprofessional

**Dept / Campus:** Child Nutrition **Paygrade:** PP-6

**Wage/Hour Status:** Exempt **Revised:** October 2015

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Supervise cafeterias in all areas of food preparation to ensure that the cafeteria meets guidelines set by TDA.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Two years of college education preferred

Completion of HACCP sanitation course prior or during the first year of employment

**Special Knowledge/Skills:**

Ability to use personal computer and software to develop spreadsheets, databases, perform word processing

Proficient skills in typing, word processing, and file maintenance

Effective organization, communication, and interpersonal skills

Knowledge of Child Nutrition Program regulations

Knowledge of federal and state laws regarding food preparation and service

Ability to supervise personnel

Calm and patient demeanor

**Experience:**

Five or more years experience in a food service environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Counsel with employees as necessary to insure all standards and guidelines of the Child Nutrition Program are being met.
2. Supervise the daily activities associated with preparation and serving of all meals following planned menus. Make sure adequate quantity is prepared to meet USDA guidelines in regard to portion serving size and that the finished product is of best quality.
3. Travel to assigned cafeteria’s to oversee the staff in maintaining food at proper temperatures and that kitchen and equipment are clean.
4. Attend in-service workshops to keep abreast of new techniques and operations.
5. Prepare correspondence, forms, and reports as assigned by the Director of Child Nutrition.
6. Be prepared to take initiative and work independently to accomplish the goals and needs of the Child Nutrition department.
7. Accurately maintain and update files, manuals, handbooks, and production records along with computer menu scheduling for computerized production records.
8. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
9. Maintain strict confidentiality.
10. Responsible for working with cafeteria’s to produce a profit.
11. Evaluate managers on yearly work performance.
12. Assist with planning, preparing and serving catering functions.
13. Assist in interviewing, selecting and orienting new staff. Make recommendations regarding transfers, retention and dismissal of staff.
14. Comply with professional code of ethics and conduct.
15. Responsible for trouble shooting computer problems, notifying appropriate personnel and quickly resolving computer related problems.
16. Oversee inventory in cafeterias to assure managers are maintaining proper inventory value.
17. Act as substitute for Child Nutrition positions when necessary.
18. Arrange and carry out in-service workshops at cafeterias with staff and with managers on monthly basis.

19. Help with pre-preparation and break down of events for in and out of house catering. Required to work nights

and weekends as needed.

20. Work with staff on weighting and measuring ingredients in recipes and portioning correct serving sizes.

21. Monitor plate waste, reporting back to Child Nutrition Director menu items that were not well accepted.

22. Calculate monthly inventory days on hand and inventory turnover rate. Review this data with managers and Child Nutrition

Director.

23. Monitor leftovers at end of serving period, counsel with managers and cooks if left over portions exceed 10 servings.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate all assigned cafeteria employees on work performance.

**EQUIPMENT USED:**

Computer, typewriter, printer, fax machine and copier. Knowledge of various kitchen and food preparation equipment.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Work with frequent interruptions; ability to communicate effectively (verbal and written); maintain emotional control under stress;

**Physical Demands:**

Frequent district-wide travel; exposure to extreme hot and/or cold temperatures: ability to lift 50 lbs.; must be willing to work evenings, weekends, and holidays to assure that scheduled events have adequate personnel

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

Employee Date

Supervisor Date