AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SUPERVISOR TERRITORY FOOD SERVICE**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**FS 10**	DUTY DAYS:	**200**	DATE REVISED:	**06/24/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university or an Associate degree from an accredited college or university plus four (4) years of directly related experience in food service operations, school nutrition programs, hospitality management, or a related field, is required. Five (5) years of supervisor experience is preferred. The incumbent must have excellent knowledge of food service operations. Experience in K-12 food service and understanding of the National School Lunch Program regulations is preferred. Incumbent must have current Texas Driver's License. Fluency in English and Spanish is preferred.

SKILL REQUIREMENTS:

Incumbent must demonstrate strong written and verbal communication and have basic mathematical knowledge. Incumbent must have excellent interpersonal and coaching skills. Incumbent must be a flexible planner and have strong organizational and project management skills. Incumbent must possess initiative and a strong attention to detail. Proficiency with computer systems, electronic devices and all AISD software applications is required.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent oversees and coordinates the food service operations of a territory of schools. The incumbent is responsible for assuring that appropriate standards of nutrition, safety, and sanitation are met at all times. The incumbent directly supervises Food Service Managers and has indirect supervisory responsibility for cafeteria staff. The incumbent promotes department programs on campus and to campus community. The incumbent contributes to the fiscal responsibility and overall quality of the operation and provides and promotes good customer service and public relations.

ESSENTIAL FUNCTIONS:

- Assure compliance of Federal, State, and Local guidelines and regulations governing child nutrition programs, including conducting audits.
- Assume responsibility for all personnel management in territory kitchens, works with Food Service Staffing and Support Coordinator on staffing, provides coaching and leadership to staff on systems change and interpersonal relations; conducts mid-year and annual appraisals. Communicates expectations, procedures, and staffing models to employees.
- Conduct on-site visits at assigned school cafeterias to review operations. Monitor staff to ensure completion of all duties through various records and reports. Monitor records of each schools' food and supply orders, planning and production record to ensure accuracy and that plans are based on actuals served last cycle, account of meals served, e meal benefit applications, cash receipts and records, inventory levels and other financial records; performs annual claim audit for each school; reviews other relevant records and reports.
- Inspect food quantity and quality, recipe compliance, kitchen cleanliness, and serving efficiency on a continual basis.
- Communicate with school administrators, teachers, parents, and students regarding State, Federal, and Local nutrition policies and initiatives and department operations.

- Provide input and logistical support on the purchase of large equipment and the layout of campus kitchens.
- Develop, communicate and execute Productivity Charts for each campus in the territory according to projections and staffing model. Complete Daily Staffing and other associated reports. Keeps time sheets accurate and current on all staff and approves weekly payroll by designated deadlines.
- Develop and implement new programs and procedures and designs and project-manages associated operations to reinvent the dining experience at school. Lead teams through change.
- Assist in the coordination, planning, and instruction of workshops, meetings, and training programs on subjects relating to nutrition, principles of food preparation, sanitation, safety, equipment use, care and maintenance, cashiering and cash handling, coaching principles, policies, procedures, etc.
- Responsible for developing and implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, and energy and water conservation.
- Promote food service programs on campuses and in campus communities and is a positive champion of department initiatives. Works to ensure campuses are serving as much of the campus population as possible at all meal services. Clearly support and encourage current marketing practices with community and staff on campuses.
- Expand healthy food access and provide education to students about nutrition, cultural foodways and the food system.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

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. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds). Seek help or utilize a cart for items greater than 25 pounds

Environment: Work inside in commercial kitchen environment; 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

PERSONAL WORK RELATIONSHIPS:

Incumbent receives guidance concerning programs and methods of operation from the appropriate supervisor of the department. Generally the incumbent operates independently, based on guidelines proposed by the department. Review with the Director any problems or situations not addressed through specific policy or procedure. Incumbent supervises Food Service Managers and assigned managers in training. This position will have contact with other Austin ISD employees, teachers, parents, and students.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	