



**Job Title:** Supervisor (Student Nutrition Services)

**Exemption Status/Test:** Exempt

**Reports to:** Assistant Director of Cafe Operations

**Date Revised:** April 2025

**Dept./School:** Student Nutrition Services

**Pay Grade:** 101

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**Primary Purpose:**

Responsible for all aspects of 12-18 campus food services operations; supervise, train, and guide cafeteria managers in handling personnel issues; assure quality food and service to students; monitor and ensure compliance with safety, sanitation, and federal guidelines; assist in evaluations, training, and providing work to assigned staff.

**Qualifications:**

**Education/Certification:**

- High School diploma or equivalent with ten (10) years of experience **OR**
- Associate degree with three (3) years of experience
- Serve Safe-certified
- Valid driver's license
- Level V certification from the Texas Association of School Nutrition required with a High School diploma or equivalent

**Experience:**

- Minimum of ten (10) years of direct K12 child nutrition management experience and a Level V certification from the Texas Association of School Nutrition with a High School diploma or equivalent
- Minimum of three (3) years of management experience with a multi-unit establishment in the food services industry or school food service with an Associate degree

**Special Knowledge/Skills:**

- Knowledge of school food service management, quality assurance, menu planning, catering, marketing, and promotions
- Knowledge of project planning and collaborating with a team to implement projects
- Effective interpersonal skills in communication, both verbal and written form, training, and presentation skills at all levels
- Effective computer skills in the Microsoft and Google suite of products
- Ability to train others on frequently used computer programs
- Knowledge of BIC, NSLP, SBP, SFP, and CACFP regulations
- Demonstrate organizational skills with the ability to work with detailed records
- Ability to work in a high-volume, fast-paced environment
- Ability to work positively and cooperatively with coworkers
- Ability to represent the district to the public positively

**Major Responsibilities and Duties:**

1. Oversee 12-18 cafeteria managers and other staff.
2. Provide guidance and handle personnel issues at the school cafeteria kitchen.
3. Keep adequate documentation of all personnel issues that occur within your area.
4. Serves as a liaison between the department and campus administration.
5. Conduct performance evaluations on cafeteria managers.
6. Provide monitoring and training at assigned schools.
7. Participate in the department training program.
8. Promote professional development at the school staff level.
9. Provide leadership to assure consistency and compliance with all policies and procedures.

10. Assess school-based departmental needs, making recommendations to department administration to assure quality service to students and staff.
11. Mentor assigned schools in the areas of personnel, operations, technology, and facilities.
12. Ensure HACCP food safety practices are implemented.
13. Monitor and assure compliance with local, state, and federal guidelines.
14. Recommend staffing to manage school cafeteria kitchen production and service.
15. Review profit and loss statements for an area to achieve department goals.
16. Review the financial and staffing performance of schools in the area.
17. Monitor food costs and work with cafeteria supervisors to contain food costs to district goals.
18. Foster an environment where open communication and feedback from students, staff, and employees are encouraged and valued.
19. Perform all applicable on-site reviews.
20. Perform all other duties as assigned.

**Supervisory Responsibilities:**

Supervises cafeteria managers and cafeteria staff. Participates in staff selection, evaluation, and comprehensive training.

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

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals, district vehicle, and kitchen equipment.

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; long durations standing up.

**Motion:** Repetitive hand motions, including frequent keyboarding and use of a mouse.

**Lifting:** Must routinely lift and/or move up to 40 lbs.

**Environment:** May work prolonged or irregular hours; frequent district-wide travel.

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

**Transportation:** Must drive a personal vehicle while conducting district business.

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This document describes the general purpose and responsibilities assigned to this job. It 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 \_\_\_\_\_