



SUMMER FEEDING PROGRAM/SUMMER SCHOOL SUPERVISOR

Rev. Feb 2019

Job No.: 0029

Reports to: CNS Assistant Director

Dept./Campus: Child Nutrition Services

FLSA Status: Non-exempt

Pay Grade: Seasonal/Part-time

Term: Summer Schedule

PRIMARY PURPOSE:

To supervise and manage the Summer Food Program to ensure that high quality, nutritious meals are provided to students in a safe and sanitary environment in accordance with Texas Department of Agriculture Guidelines and LISD policy.

MAJOR RESPONSIBILITIES AND DUTIES

- Ability to direct others to set up, serve, and replenish food from counters and steam tables and breaking down stations at the end of the meal period.
- Ensure that all necessary production is taking place and quality is at prescribed levels.
- Ensure all TDA and LISD Guidelines are followed and executed consistently.
- Ensure all Food Safety Guidelines are in place and followed consistently.
- Understand and implement sanitation standards.
- Financial responsibilities as it relates to the overall operation of the cafeteria.
- Ensure that kitchen staff follows all school district, health department, SFE and TDA regulatory rules and procedures.
- Ensure that all necessary paperwork is completed.
- Responsible for accurate ordering and inventory of food and supplies for kitchen operation.
- Act as the primary liaison between the cafeteria and the school administration.
- Ability to train and direct a staff of 15 - 20 in multi-site campuses.
- Ability to lead, conduct and train all staff on proper onsite audits.
- Be a liaison between TDA and CNS during audits and or reviews.
- Oversee Kronos or timekeeping system.
- Responsible for documentation of all production records, meal accountability and tally sheets.
- Responsible for documentation retention and record keeping.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise Summer Food Program Assistants.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School Diploma or GED.
- Food Handler's Card from Williamson County Health Department or Travis County.
- Valid Texas Class "C" Operator's Driver's License.
- Driving record must meet district standard for driving district vehicles.
- Must currently be classified as CNS Team Leader.
- 2-years Team Lead experience with LISD preferred.
- Must currently be in good standing with the district.

Knowledge/Skills/Abilities:

- Knowledge of effective planning and organizational skills and work well with and around others, pleasant demeanor.
- Ability to lead a diverse team of employees; effectively communicate both verbally and in writing; add and subtract two digit numbers, calculate numbers, multiply and divide with 10's and 100's using units of American money and weight measurement, volume and distance; problem solve under stressful conditions, including but not limited to employee conflicts, customer complaints, food shortages, equipment malfunction, and schedule changes; establish and maintain effective, friendly working relationships with students, staff, and the community; perform duties with awareness of all district requirements and Board of Education policies; operate various computer software programs.

Physical/Mental/Environmental Demands:

- Ability to understand, remember, and communicate routine, factual information.
- Ability to count accurately.
- Work in kitchen environment where temperatures are sometimes high.
- May be exposed to cold and freezing temperatures.
- Must be able to work around equipment producing steam and hot temperatures.
- May be exposed to strong smells from food products.
- May be exposed to intermittent sounds of a loud nature.
- Move about on wet or slippery floors.
- Needs to be able to move kitchen and food supplies up to 50 pounds regularly.
- Must be able to stoop, kneel, sit and bend to perform cafeteria duties.
- Needs to be able to move around kitchen and cafeteria to prepare food and assist in cafeteria management.
- Must be able to stand in stationary position for sustained periods of time.
- Must be able to work dates specified by Summer Food Program
- Must be able to work between the hours of 7:00 am until approximately 2:00 pm
- Delivery and transport of product with portable coolers and cambros.
- The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.