Job Description
Montgomery Independent School District

Job Title:	Field Supervisor	**Exemption Status/Test: E**xempt	
Reports to:	Director of Child Nutrition	**Date Revised:** January 2022	
Dept./School:	School Nutrition Department	**Salary:** PG1 Admin/Prof – 202 Days	

Primary Purpose:

Responsible for leadership of district school nutrition operations. Oversee campus food production, food quality, campus customer service, and assist managers with safety and sanitation. Ensure all operations follow safe food handling standards. Provide program assistance in the area of nutrition education, job training, and support of special functions and clerical duties.

Qualifications:

Education/Certification:
Associate Degree (Preferred)
High school diploma
ServSafe Certification (Completed upon hiring)
Certified Food Manager (Completed upon hiring)
Valid Texas Driver's License/Insurable

Special Knowledge/Skills:
Knowledge of methods, materials, equipment, and appliances used in food preparation
Knowledge of food handler safety
Ability to manage personnel
Effective organizational, communication, and interpersonal skills
Knowledge of USDA and TDA guidelines
Self-motivated and directed, able to perform efficiently with minimal supervision
Able to work flexible hours to include extended hours
Proficient computer skills

Experience:
5 years' experience in institutional food service operations, management experience preferred

Major Responsibilities and Duties:

Cafeteria Management and Food Preparation

1. Routine visits to cafeterias to closely monitor the school meal program, ensuring rules and regulations governing the National School Breakfast and Lunch Programs are in compliance.
2. Ensure all campus kitchens prepare and serve the highest quality food and provide the highest quality customer service.
3. Demonstrate on a daily basis support, loyalty, and a positive attitude toward MISD goals, objectives, and strategic plan.
4. Be willing and able to assist in meal production, service, and clean up if an emergency arises. Fill in for managers if needed.
5. Oversee managers in food preparation, production records, sanitation, and inventory control.

Safety and Sanitation

6. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Train staff to store and handle food items and supplies safely following health and safety codes and regulations.
7. Train, advise, and monitor the maintenance of tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to Director.
9. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

10. Maintain logs on all equipment maintenance required within district food service department. Evaluate preventive maintenance and report needed equipment repairs. Recommend replacement of existing equipment to meet department needs.
11. Coordinate contracted maintenance as needed.
12. Coordinate campus maintenance as needed.

Policy, Reports, and Law

13. Complete weekly Campus Site Visit Reports and submit to Director.
14. Complete annual On-Site Evaluations of compliance.
15. Complete annual continuing education requirements.
16. Perform other duties as assigned by the Child Nutrition Director.

Supervisory Responsibilities:

Assist in supervising and evaluating performance of cafeteria managers and support staff assigned to the area of food service with the directions of the Director of Child Nutrition. Oversee safety and sanitation trainings in all district kitchens. Oversee and make educated decisions regarding kitchen equipment and maintenance. Travel to region and state trainings as required.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, 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)

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____