



## Classified Vacancy Richardson ISD

- POSITION:** CHILD NUTRITION SUPERVISOR – LAKE HIGHLANDS AREA
- REPORTS TO:** CHILD NUTRITION KITCHEN OPERATIONS COORDINATOR
- PERIOD OF EMPLOYMENT:** 11 MONTHS: DAYS 207 **POSITION CONTROL:** 70200706
- SALARY:** LOCAL PAY GRADE: CEN **SALARY RANGE:** \$48,041 - \$48,984
- EDUCATION:**
- Accredited high school diploma or valid equivalent required.
  - Associates degree or higher in nutrition, culinary, health science, business, hotel & restaurant management or a related field preferred.
- EXPERIENCE:**
- ServeSafe certification required within three months of employment
  - Minimum of three years management experience supervising other employees in a multi-unit environment, preferably in a school foodservice capacity with knowledge of state and federal policies, procedures and regulations in Child Nutrition programs; general foodservice experience will be considered.
- SPECIAL KNOWLEDGE SKILLS:**
- Possess excellent communication skills in English, both verbal and written, and strong interpersonal relationship skills
  - Strong organizational skills, including the ability to work with detailed records and handle multiple tasks simultaneously.
  - Self-starter with the ability to perform duties successfully with minimal direct supervision
  - Ability and willingness to supervise, manage, teach and coach employees effectively
  - Ability to be flexible, adaptable, and work in a high volume, fast paced environment
  - Must be sensitive and responsive to diverse cultural and ethnic groups
  - Ability to interpret procedures and analyze data for effective decision-making and problem-solving
  - Proficient with computer applications (Word, Power Point and Excel)
  - Ability to train staff in use of kitchen equipment, food preparation, and implement safety and sanitation procedures
  - Ability to present information in one-on-one, small, and large group settings
  - Good public relations skills with the ability to market the child nutrition program and represent the department well.
  - Ability to establish effective working relationships with other departments in the district
  - Demonstrates knowledge of food service rules and regulations to meet federal, state and local guidelines
  - Bilingual (English/Spanish) or English and another language is a plus
  - Valid Texas Driver's License required

### EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.

## MAJOR

### RESPONSIBILITIES:

### OPERATIONS AND COMPLIANCE

- Monitor and visit school sites to ensure federal and state compliance with the National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Care Program (ASCP), and Seamless Summer Option (SSO) meal programs.
- Supervise total operation of assigned schools, including but not limited to, USDA regulations, staffing, training, food safety (HACCP), quality assurance, staff/student/parent relations, and financial management.
- Maintain integrity and accountability of the program through compliance with all federal, state, and local regulations
- Demonstrate proper methods of food preparation and portion control.
- Monitor food quality, acceptability, and preparation methods at each site and provide input to management and staff
- Ensures accountability and effective organizational techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local regulations and policies.

### PERSONNEL MANAGEMENT & TRAINING

- Manage the cafeteria staff according to all federal, state, and local district employment laws, policies, and regulations.
- Hire, train, assign, transfer and exit kitchen employees as needed.
- Supervise, arrange for, or provide managerial and staff coverage of cafeteria when manager or staff is absent, and assure adequate staffing at each assigned cafeteria.
- Monitor and evaluate Cafeteria Manager and staff performance, recommend corrective actions, provide on the job training, and complete performance assessments as needed and on an annual basis.
- Integrate on-the-job training and standards for evaluating employee performance into the overall management of the program.
- Monitor cafeteria operation labor measures and assist managers in developing and employing strategies for increasing efficiency or improvement.

### LEADERSHIP

- Provide leadership that focuses on reorganizing, understanding, valuing and effectively managing diversity for maximum productivity.
- Accurately evaluate and effectively communicate possible solutions regarding site concerns including, but not limited to, kitchen work flow, food quality, unit staffing, financial reporting, point of sales, maintenance issues, and technology issues.
- Identify operational issues and use discretion to address or escalate to Child Nutrition administration as needed.
- Encourage and assist cafeteria operations in growing their customer base and increasing participation in the meal programs.
- Evaluate financial and inventory data, and provide guidance and assistance to increase the efficiency of cafeteria operations.
- Communicate effectively with supervisor, district personnel, and employees.
- Provide leadership to ensure high quality school meals will be served in pleasant facilities and by a courteous staff in a manner which encourages student meal consumption.
- Demonstrate cultural competence in interactions with others; is respectful of workers; communicate and perform as a team player; promote teamwork; respond and act appropriately in confrontational situations.
- Exhibit high professionalism, standards of conduct, and work ethic.
- Perform and manage job related tasks with the highest ethical integrity.
- Provide leadership that sets high professional standards for the program and employees.
- Exhibit good judgement in making appropriate decisions for the betterment of the department.

### OTHER

- Exhibit regular and reliable daily attendance.
- Perform any other duties as assigned.

### APPLICATION PROCEDURE:

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: UNTIL FILLED**

APPROVED: Christopher B. Goodson  
Dr. Christopher B. Goodson  
Assistant Superintendent - Human Resources

DATE: 04/22/2026

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