

**Job Title:** SUPERVISOR, FOOD SERVICE  
**Reports to:** Child Nutrition Coordinator  
**Dept./School:** Food Services Department  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** April 30, 2026

### **Primary Purpose**

Assists the Child Nutrition Coordinator in the management of cafeteria managers; possess knowledge and experience in production records; free and reduced meal program, and reimbursable meals and U.S.D.A. guidelines. Communicate effectively, and work closely with all food service employees, campus staff and parents.

## **QUALIFICATIONS**

### **Education/Certification**

High School degree; some college hours preferred  
ServSafe Certification and City Health Permit required  
Eight to ten years of practical, school cafeteria managerial industry experience will be strongly considered.

### **Special Knowledge/Skills**

Assist in the management of cafeteria managers  
Assist in employee scheduling  
Ability to effectively communicate well with all cafeteria employees  
Comply with federal, state, and local regulations  
Knowledge and experience in the free and reduced meal program  
Knowledge of reimbursable meals and guidelines  
Knowledge of methods, materials, equipment, and appliances used in quantity food preparation  
Ability to manage and train and supervise personnel  
Effective planning and organizational skills  
Ability to use personal computer and software to develop spreadsheet and database, Food Service software/hardware

### **Experience**

Former food service management experience highly preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Assist Child Nutrition Coordinator in preparation of and may conduct instruction of staff meetings, scheduled workshops and in-service training as required, with approval.
2. Perform yearly on-site school reviews as required by TEA Child Nutrition Program to ensure regulations and guidelines are being followed.
3. Ensure that cafeteria staff are trained to correctly use the point of sale system.
4. Audit cashiers daily work; cash deposits, accurate count on free and reduced lunch applicants.
5. Assist in reading computer reports, report discrepancies to Director.
6. Ensure that month end documentation is completed on time and ensure that all expenses are accounted for.
7. Assist Child Nutrition Coordinator in observing Food Service Employees to ensure that policies, performance techniques and standards are being followed.
8. Counsel and train employees when needed.
9. Complete staff worksheets for the substitute workers and ensures that proper staff levels are kept at each campus.

- 10. Assist Child Nutrition Coordinator in developing departmental policies and procedures.
- 11. Know the procedures for processing, verifying and receiving lunch applications in order to assist with this processing.
- 12. Prepare deposits for all federal and local monies accrued to Food Service.
- 13. Carry out office duties in absence of clerical staff.

**Other**

- 14. Maintain proper standards of professional conduct and appearance.
- 15. Perform other duties assigned by Child Nutrition Coordinator.
- 16. Maintain confidentiality of information.
- 17. Follow established Food Service Standard Operating Procedures.

**EQUIPMENT USED**

Large and small commercial kitchen equipment; computer, calculator, copying machine, FAX .

**WORKING CONDITIONS**

**Mental Conditions/Physical Demands/Environmental Factors**

Must be in good physical condition and able to meet the physical and mental demands of the job. Maintain emotional control under stress. Frequent standing, walking, pushing and pulling, reaching, moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures. Some erratic and unpredictable working hours and out of town travel may be required occasionally.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_