



Flour Bluff Independent School District Job Description

JOB TITLE: School Nutrition Cafeteria Training Supervisor

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 179

REPORTS TO: Central Kitchen Director

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Cafeteria Training Supervisor (CTS) is to help each campus achieve the same high level of quality, precision, and outcomes throughout the School Nutrition Department. The CTS will adhere to all guidelines of the Flour Bluff Independent School District, the School Nutrition Department, Texas Department of Agriculture (TDA), and United States Department of Agriculture (USDA), Hazard Analysis Critical Control Points (HACCP) guidelines, Occupational Safety & Health Administration (OSHA) safety guidelines and Health Department regulations. CTS will provide ongoing training to all School Nutrition team members and further instruct them on how to be effective in the kitchen/cafeteria. CTS will also provide upper-level training to Managers and Assistant Managers to ensure that all practices in place (policies and procedures) are followed as required in all areas that pertain to the nutrition department. The CTS will orientate newly hired team members to the campus cafeterias as needed for location of equipment, supplies, and the "Job Training" as required and ongoing as needed.

QUALIFICATIONS:

- High school diploma or GED
- Efficient use of computer programs and software used by the School Nutrition Department
- Manager Certification
- Prior experience in school nutrition and management is preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrates leadership skills and personal traits relative to effectively managing personnel and cafeteria operations.
2. Coordinates with School Nutrition Director in planning and executing training of School Nutrition team members.
3. Conducts annual school Training inspections for the purpose of ensuring school nutrition staff are trained and knowledgeable in the operation of school cafeteria campus and that the regulations with the Health Department are met.
4. Demonstrates the willingness to assist wherever is needed and to help other cafeteria kitchens as the need arises.
5. Understands and able to use computer programs and effectively order food and supplies, determine and record quantities, check deliveries, and maintain inventories, implement safety, health and sanitation procedures as required, and maintain required daily record keeping documents.
6. Attends meetings, workshops, seminars, etc. as requested.
7. Demonstrates punctuality and dependability in performing responsibilities.
8. Dresses and grooms appropriately.
9. Establishes excellent rapport with school nutrition personnel as well as other departments.
10. Adheres to professional channels in communicating ideas, concerns, etc.
11. Communicates and interacts in a positive and respectful manner with all school nutrition team.
12. Performs additional dispensed duties as needed and assigned by the School Nutrition Director.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, 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 (15–50 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.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.