



Flour Bluff Independent School District Job Description

JOB TITLE: School Nutrition Supervisor/HACCP Coordinator

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 179

REPORTS TO: School Nutrition Director & Food Production Supervisor

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the School Nutrition Supervisor is to provide training for employees and emphasize the importance of following the Hazard Analysis Critical Control Point (HACCP) Practice in Place for Standard Operating procedures (SOPs) in School Nutrition/Food Services department. School Nutrition Supervisor must ensure that Foodservice SOPs are written practices and procedures and that are the basic factor to producing safe food. The School Nutrition Supervisor is to train, supervise and participate in the operation of the School Nutrition Campus Cafeteria's providing meals (breakfast and lunch) for students and adults in the School Food Service Program in accordance with regulatory agencies and administrative guidelines.

QUALIFICATIONS:

TECHNICAL SKILLS, KNOWLEDGE QUALIFICATIONS & ABILITIES:

- High School Diploma or GED is required
- One-year experience in commercial or institutional quantity food preparation, including preparation, cooking, and supervisory experience of food service employees desirable.
- Completion of adult school or college courses pertaining to quantity food production and service, nutrition, sanitation and supervision is desirable.
- Experience in menu planning,
- Oral and written communication skills, critical thinking and problem-solving skills
- Basic personal computer and keyboard skills desirable
- Customer service and public relations skills and professionalism

- Able to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to work with students, district staff, and administration with diverse backgrounds and abilities
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate supervisor.
- Basic skills in reading, arithmetic, and record keeping are required
- Completion of 15-hour Food Service Manager Course approved by the Department of State Health Services is required
- Continuing Education/Training as required by Texas Department of Agriculture Professional Standards 6 hours per year.
- Valid Texas Driver's License and use of an automobile is desirable.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Supervises and provides training for HACCP computer program and Standard Operating Procedures for School Nutrition Department.
2. Analyzes current Food Safety Program for improvement opportunities. Ability to gather data and determine where the greatest opportunities are available to benefit the School Nutrition Department.
3. Supervises the School Nutrition staff on HACCP by assigning and directing work, training, enforcing standards, evaluating work performance and recommending disciplinary action.
4. Assists in periodic inventory of HACCP program, supplies, and equipment as needed.
5. Coordinates with the Food Service Director food safety recommendations in accordance with regulatory agencies & administrative guidelines.
6. Implements and maintains established sanitation and safety practices to maintain sanitary and safe conditions in the Central Kitchen/Campus Cafeteria's/Warehouse and distribution areas.
7. Assists in training and maintaining required records and reports necessary for the integrity of the School Food Service program.
8. Maintains food quality standards, including appearance and taste.
9. Assists in implementing cost control procedures to maintain operating costs within budgeted funds.
10. Initiates requests for equipment maintenance, repair or replacement.
11. Maintains security measures to prevent vandalism and theft.
12. Able to train staff on computerized cash register accepting funds for approved school meals, "Smart" snacks, and beverages sold in the school cafeterias.
13. Works within a framework of multiple and complex regulations and time schedules.
14. Establishes rapport with school nutrition personnel and other school personnel.

15. Maintains good attitude in difficult situations.
16. Helps maintain cohesiveness among employees.
17. Performs duties in a timely and organized manner.
18. Dresses and grooms appropriately.
19. Complies with District and School Nutrition Department policies and procedures.
20. Demonstrates punctuality and dependability in performing responsibilities.
21. Adheres to proper channels when communicating ideas, problems, etc.
22. Performs additional assigned duties in a positive and effective manner.

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.