

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Food Program Supervisor  
Code: 16179  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Child Development Center  
Reports To: Director, Child Development Center

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## *Summary*

- Function: To manage and provide oversight of the Child and Adult Care Food Program (CACFP) operation at the Child Development Center and maintain compliance with Texas Department of Agriculture (TDA) requirements under the contract.
- Scope: Responsible for managing and providing oversight of food services at the Child Development Center.

## *Duties*

- Typical:
  1. Manage child care food service operations.
  2. Supervise, evaluate and train cooks and kitchen helpers.
  3. Train classroom staff providing food service to children on serving foods, recordkeeping by CACFP rules and guidelines and program staff on CACFP requirements.
  4. Monitor and maintain records including claims for reimbursement and annual contract renewals.
  5. Meet all regulations of TDA meal service, financial aspects and health code compliance.
  6. Perform other duties as assigned.
- Periodic:
  1. May substitute for cook if needed when cook is out.
  2. May purchase supplies for food service program as needed.
  3. Attend meetings, trainings and other work-related functions.

### *Education*

<b>Required</b>	<b>Preferred</b>
HS diploma or equivalent.	Associate's degree or 60 credit hours with course work in child care administration or education management.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Knowledge and ability to train others on CACFP mandatory requirements.
Food protection management certification.	
TB test.	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Two years of experience as a supervisor of a food program under the School Nutrition Program (SNP) or of a child care center under the Child & Adult Care Food Program (CACFP).	Five years of experience as a supervisor of the food program under the School Nutrition Program (SNP) or of a child care center under the Child & Adult Care Food Program (CACFP).

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Knowledge in the use of personal computers.	N/A
Knowledge of kitchen appliances and utensils including but not limited to stoves, dishwashers, ranges, refrigerators, and freezers.	

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Conditions include working around noise, extreme temperatures, and some physical hazards associated with kitchen equipment and utensils.	N/A
Move food weighing up to 25 pounds from vehicle to food storage and preparation area.	
Normal kitchen/cooking environment.	

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision by the director.	Cooks and kitchen helpers.

***Accuracy***

Proficiency in all phases of work performed.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.