



ALDINE INDEPENDENT SCHOOL DISTRICT
15010 Aldine-Westfield Road • Houston, Texas 77032-3099 • (281) 985-6310

DATE: August 13, 2013

TO: ALL PERSONNEL

FROM: DAVID VILLAREAL – DIRECTOR OF HUMAN RESOURCES

RE: 226-DAY AREA SUPERVISOR - CHILD NUTRITION SERVICES

We are accepting applications for the position of Area Supervisor in the Child Nutrition Department. Applicants should have at least three [3] years food service management experience. A college degree in Dietetics, Hotel/Restaurant Management, or in a related field is preferred. Multi-campus/unit supervisory experience and/or Texas Association for School Nutrition [TASN] certification is also beneficial. This is a 226-day position.

The duties of the School Child Nutrition Services Supervisor shall include, but are not limited to the following:

- Responsible for monitoring and supporting operation of assigned schools in the following areas:
- Responsible for compliance of all federal and state regulations.
- Must demonstrate and apply knowledge of all areas of the National School Lunch Program in order to communicate accurately and effectively.
- Responsible for monitoring daily food production, according to established quality standards.
- Responsible for implementation and evaluation of customer service.
- Must demonstrate and apply knowledge of operation, diagnosis and resolution of all software programs used in Child Nutrition.
- Responsible for hiring, staffing and evaluating personnel in assigned schools as well as resolving issues.
- Responsible for implementation of work schedules, labor hours and time management.
- Responsible for fiscal accountability of assigned school through established financial standards, inventory management and profit and loss.
- Must be “hands on” in supporting assigned schools.
- Responsible for assuring that all Aldine I.S.D. and Child Nutrition Department policies, practices and procedures are followed.
- Must demonstrate team work skills to support all schools and the Child Nutrition Department.

- Must serve as a liaison between school administration and office staff, cafeteria staff and the Child Nutrition office staff.
- Responsible for all other duties as assigned.

If you are interested in being considered for this position, please submit a Child Nutrition application (found on the A.I.S.D. website), a letter of interest (indicating the I.D. #) and an updated resume reflecting the qualifications stated. Letters of interest and resume *must* be returned to the **Department of Human Resources** by the close of business on **Monday, August 26, 2013.** *Late applications will not be accepted.*

All out of district applicants must schedule an interview with the Human Resources Department prior to the actual posting interview.

15010 Aldine Westfield Rd. Houston, TX 77032, or www.aldine.k12.tx.us For additional information, contact the **Human Resources Department** at **281-985-7570.**