



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: Compliance Supervisor

WAGE/HR STATUS: Non – Exempt
(Federally Funded)

REPORTS TO: Executive Director – Child Nutrition Services

PAY GRADE: Administrative Prof Scale 2-A

DEPT/CAMPUS: Child Nutrition Services Department

DATE APPROVED/REVISED: March 28, 2025

PRIMARY PURPOSE:

Responsible for conducting extensive activities to monitor and validate compliance and ensure the accuracy of the data and information used to prepare the federal claim for all Child Nutrition Programs.

Responsible for training and guidance on all Child Nutrition Programs, point of sale system, and assessment of equipment needs.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Bachelor's degree (preferred)

Food Management Certification

TProfessional Standard Hours (10 hours) (completed within 30 days)

Special Knowledge/Skills:

Strong knowledge of USDA guidelines for nutrition programs

Ability to assess and analyze work methods and performance

Ability to develop effective corrective action plans

Ability to train in all cafeteria positions

Strong organizational, communication, and people skills

Proficient computer and accounting skills

Knowledge in computer-based system for nutrition programs

Ability to effectively communicate with all stakeholders and the public

Experience: Three (3) years supervisory/administrative position (preferred).

MAJOR RESPONSIBILITIES AND DUTIES:

1. Regularly visits cafeterias to monitor all food service programs, operations, and food safety practices.
2. Develops food production records and reviews them regularly for compliance.
3. Supervises and provides guidance and direction to managers, cashiers, and food service employees in nutrition program compliance.
4. Regularly analyzes and evaluates raw data used to complete the worksheets used in the claiming process.
5. Interviews, selects, and provides staff development and training for new food service employees.
6. Monitors the use, care and replacement of kitchen equipment and oversees fixed asset management.
7. Uses nutrition software to create and test standard recipes used for menus.
8. Takes prompt action to correct and resolve problems which may interfere with the operation of the child nutrition programs.
9. Assists in the scheduling, planning, set up, and breakdown of district catering functions.
10. Attend professional development workshops and complete continuing education hours annually.
11. Provides guidance and support to managers to increase efficiency and maintain effective control over expenditures.
12. Reviews bids, requests and processes quotes, collaborates with vendors to purchase kitchen equipment/supplies.
13. Compiles, reviews, and submits reports used for monthly claims for all nutrition programs.
14. Assists with the development and maintenance of the CNS (Child Nutrition Services) budget.
15. Maintains a professional level of confidentiality.

16. Proficient filing and record retention system.
17. Oversees department discard of paperwork, kitchen supplies, and equipment.
18. Keeps the CNS Director informed and follows all oral and written instructions.
19. Ability to attend work regularly to avoid disruption to department operations.
20. Works cooperatively and provides optimal customer service to all community and district stakeholders.
21. Upholds and adheres to safety rules and policies of the San Elizario Independent School District safety program.
22. Supports the goals and objectives of the school district and follows all district policies.
23. Performs any other assignments requested by Supervisor.

EQUIPMENT USE:

Computer, printer, copier, calculator, cash register, program software, and telephone system.
Uses personal vehicle to travel to all campuses.

WORKING CONDITIONS:

Physical Demands:

Extended time sitting; limited stooping, walking, and occasional irregular/prolonged work hours, and lifting to 50 lbs.
Works with frequent interruptions.

Mental Demands:

Communicate effectively (verbal/written), interpret information, coordinate department functions, maintain emotional control under stress.

Environment:

Well-lit, air-conditioned office with customary sounds of telephones, computer, printer, file drawers, conversation, low outside noise, and routine exposure to campus kitchens

TERMS OF EMPLOYMENT: 190 days

FUNDING SOURCE: 101-35-6129-XX-XXX-XX

EVALUATION: Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

In the event school operations are disrupted or modified, your job location, duties and responsibilities along with related tools and equipment may also be modified as necessary at the discretion of the district. Any such modifications are a condition to continued employment with the district.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Print Name

Apr 2, 2025

Blanca A. Cruz

Apr 3, 2025

Gina Ramirez (Apr 2, 2025 13:24 MDT)

Elizabeth Perez

Apr 3, 2025

Jeanie Meza-Chavez
Jeanie Meza-Chavez, Ph.D. (Apr 3, 2025 12:21 MDT)

Apr 3, 2025

Elizabeth Perez (Apr 3, 2025 08:05 MDT)

Compliance Supervisor Job Description

Final Audit Report

2025-04-03

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