

## **Killeen Independent School District Job Description**

**Job Title:** School Nutrition Operations Foreman

**Department:** School Nutrition

**Reports To:** Supervisor School Nutrition

**FLSA Status:** Non-Exempt 198 days

**SUMMARY** To lead the School Nutrition operation in training employees, administer taste tests for new food products, write production records, compute severe need paperwork, assist catered events, and lead stadium concessions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Oversees the training of School Nutrition personnel. Trains new personnel in basic kitchen procedures before employees are sent to the respective campuses. Trains new cashiers and managers.

Administers food taste tests for new food products to be presented on future school menus. These taste tests will be conducted at the campus cafeterias with students.

Writes elementary and secondary food production records that are written in advance in order to aid the cafeteria manager in the proper accountability of food.

Assists in the completion of severe need paperwork.

Assists in preparing and presenting catered meals for district sponsored events.

Oversees the Buckley Athletic Field Food and Beverage Concession Stand operation. This includes the ordering, receipt, storage, preparation, and serving of all food and beverage merchandise.

Inventories stock, deposits cash, and monitors the budget.

Establishes and enforces standards of cleanliness, health, and safety by following health and safety codes and regulations.

Assists in interviewing School Nutrition applicants.

Performs other duties or tasks as may be assigned.

**SUPERVISORY RESPONSIBILITIES** Supervises six to 24 employees in the stadium concession operation. Carries out supervisory responsibilities in accordance with KISD policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work; appraising performance, addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION or EXPERIENCE** Associates Degree in School Nutrition Management, Business, or a related area preferred, five years experience in School Nutrition management required.

**LANGUAGE SKILLS** Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS** Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATIONS, LICENSES, REGISTRATIONS** Current Food Handler's Card obtained from the Bell County Public Health District.

**OTHER SKILLS and ABILITIES** Ability to use large and small kitchen equipment to include electric ovens, warmers, microwave ovens, and coffee makers, and outdoor gas grills and cookers. Ability to use computer and point of sale registers.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, or hear. The employee is frequently required to walk; use hand to finger, handle or feel and reach with hands and arms. The employee must occasionally lift/move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes exposed to wet/humid conditions, moderate hot/cold temperatures, and moving kitchen equipment. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate. Exposure to extreme hot/cold temperatures is moderate.

**Prepared By:** John Paradice, Auxiliary Personnel Specialist  
**Prepared Date:** October 2, 2003  
**Revised By:** Tom Schatte, Professional Standards Administrator  
**Revised Date:** August 31, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.