SUMMARY

Supervises and coordinates activities of workers engaged in preparing and serving balanced meals to children and staff of schools by performing assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

include the following:

Provides technical direction to School Nutrition Managers and their staff in the administration of School Nutrition programs in assigned schools.

Visits and inspects assigned campus cafeterias.

Assigns school nutrition personnel to cafeterias, when needed.

Handles discipline and assignments of personnel.

Provides catering to all KISD Departments.

Writes and teaches Hazard Analysis Critical Control Point guidelines.

Trains newly assigned and other personnel basics in school nutrition.

 possessed knowledge in the replacement and maintenance of school nutrition equipment.

Analyzes School Nutrition operations for cost effectiveness.

Implements improvements and necessary changes in food preparation, services, menus, facilities, and equipment.

Assures adherence to School Nutrition programs and to Federal, State, HHACP (Hazard Analysis Critical Control Points), TPSNP (Texas Public School Nutrition Policy), Local, and District laws and regulations concerning such matters as sanitation, safety, and portion control for students.

Prepares report on efficiency of School Nutrition operations.

Supervises cafeteria managers and coordinates activities of workers engaged in preparing food, servicing meals and cleaning the kitchen and dining room areas.

Assumes responsibilities of cafeteria manager during his/her prolonged absence.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervises school cafeteria staff. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; 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 maybe made to enable individuals with disabilities to perform the essential functions.

**EDUCATION or EXPERIENCE**
Associate’s degree in Food Service Management, Business Management or equivalent, preferred and three years related experience, required.

**LANGUAGE SKILLS**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators and employees.

**MATHEMATICAL SKILLS**
Ability to add and subtract, multiply, and divide in all units of measures. Ability to calculate amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES**
Ability to operate calculators and have basic computer knowledge.

**CERTIFICATES, LICENSES, REGISTRATIONS**
Current Food Handlers card obtained from the Bell County Public Health District or ServSafe Sanitation Certificate.

**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; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to walk. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 occasionally exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, and extreme heat. The noise level in the work environment is usually loud. Frequent district-wide travel to multiple campuses as assigned.
Revised date: September 15, 2015

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.