



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0406007

GENERAL EMPLOYMENT NOTICE

FOOD SERVICE MANAGER

Elementary and Secondary Campuses

(Potential Openings)

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED)
- Minimum 1 year food service management or lead experience preferred in an institution or commercial establishment
- Successful completion of a sanitation course either before or during first year as manager/recertification as needed
- For HS Mgr Only: mini high rotation or high school management experience preferred
- Must have successfully completed NISD's Manager Training School requirements or graduated from a similar program
- Must pass a Human Performance Evaluation (Physical Evaluation)
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Thorough knowledge of kitchen equipment and food production procedures.
- Skill in managing personnel and supervising kitchen/cafeteria operations.
- Skill in effectively planning and organizing food service activities.
- Skill in communicating effectively both verbally and written
- Ability to perform basic arithmetic operations.
- Ability to promote efficiency, morale, and teamwork and interaction with fellow staff members.

ESSENTIAL FUNCTIONS

1. Direct daily activities in kitchen/cafeteria and supervise and evaluate assigned cafeteria personnel.
2. Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.
3. Ensure all serving schedules and served food items are according to menu specifications defined by District policies and procedures.
4. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and resolve personnel problems.
5. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
6. Maintain accurate reports of daily and monthly financial, production, and activity records.
7. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).
8. Ensure that food items are stored in safe and hazard-free environment and establish and enforce standards of cleanliness, health, and safety following health and safety regulations to maintain a safe work environment.
9. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
10. Maintain logs on all equipment maintenance required within campus food service department.
11. Perform preventive maintenance, report needed equipment repairs, and/or recommend replacement of existing equipment to meet department needs.
12. Conduct annual physical equipment and supplies inventory.
13. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS

Lifts 10–20 pounds frequently, 20–40 pounds occasionally, more than 40 pounds infrequently. Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting and carrying; moderate exposure to extreme hot and cold temperatures.

REPORTS TO: Child Nutrition Services Area Supervisor

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

MINIMUM DAILY RATE: \$104.57 ES
 \$112.01 MS
 \$119.46 HS

WORK DAYS: 196 **PAY GRADE:** F5 ES
 F6 MS
 F7 HS

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Internal Applicants – Submit a [Job Match Profile](#) form (click on link or available in Human Resources Office.)

External Applicants – Submit a completed [Application for Auxiliary and Classified Employment](#) and [Job Match Profile](#) form (click on link or available in Human Resources.) ALSO copies of required credentials to support the qualifications as posted in the job announcement must be submitted to Human Resources at time of application.

Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:

Northside ISD
Human Resources
5617 Grissom Road
San Antonio, TX 78238

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