



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0606005

### GENERAL EMPLOYMENT NOTICE

#### FOOD SERVICE MANAGER TRAINEE

#### Child Nutrition Services

#### (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 Cashier/computer experience
- Previous management/supervisory experience helpful
- 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

- Strong human relations skills to interact effectively with staff and students.
- Effective planning and organizational skills.
- Knowledge of methods, materials, and equipment used for high quality, high volume food preparation.
- Skill in communicating effective both verbally and in writing.
- Ability to perform basic arithmetic operations.

#### ESSENTIAL FUNCTIONS

**Individuals recommended for hire will take classes and perform on-the-job training for six (6) months to a year. At the end of training, the individual must be able to successfully perform major duties and responsibilities of a Food Service Manager as identified below:**

1. Direct daily activities in kitchen/cafeteria and supervise and evaluate assigned cafeteria personnel.
2. Ensure all serving schedules and served food items are according to menu specifications defined by District policies and procedures.
3. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
4. Maintain accurate reports of daily and monthly financial, production, and activity records.
5. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).
6. 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.
7. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
8. Maintain logs on all equipment maintenance required within campus food service department.
9. Perform preventive maintenance, report needed equipment repairs, and/or recommend replacement of existing equipment to meet department needs.
10. Conduct annual physical equipment and supplies inventory.
11. Performs other duties as assigned.

#### PHYSICAL DEMANDS/WORKING CONDITIONS

Lifts/carries 10–35 pounds frequently, 35–40 pounds occasionally, more than 40 pounds infrequently with assistance. Pushing/pulling 10-20 pounds sporadically. Continual standing, walking; frequent stooping, bending, kneeling, and climbing (ladder), exposure to extreme hot and cold temperatures.

**REPORTS TO:** Training Dietician

**TYPE OF ASSIGNMENT:** Full-Time, Non-Exempt

**MINIMUM HOURLY RATE:** \$10.45

**WORK DAYS:** 196

**PAY GRADE:** F3B

**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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