DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: NS Manager/Elem/Int/Middle

Wage/Hour Status: Non-Exempt

Reports to: NS Field Supervisor

Pay Grade: AUX-5

Dept. /School: Nutrition

Date Revised: 02-09-2023

Primary Purpose: Responsible for supervision, training and management of the campus food service operation onsite. Maintain high standards of quality in food production, sanitation, and safety practices. Meet requirements set forth in the child nutrition program, as well as, local, state and federal regulations.

Qualifications:

Education/Certification:

- High School Education or equivalent
- Completion of an accredited sanitation course and maintain manage level certification within 6 months of hire
- Must complete 16 hours of continuing education per year

Special Knowledge/Skills:

- Ability to understand written and verbal food preparation and safety instructions
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Ability to perform basic math
- Ability to operate computer applications and point of service systems
- Establish professional communications standards adhering to the PAC (Professionalism, Accountability, Communication)

Experience:

- One year of food service operation management preferred

Major Responsibilities and Duties:

Food Preparation and Serving

- Oversee preparation of quality food according to a planned menu of tested and standardized recipes
- Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers
- Ensure proper handling and storage of food items and supplies according to established procedures.

Safety and Sanitation

- Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor

Other

- Maintain accurate onsite reports of financial, production and employee records
- Manage employees at the school site promoting employee growth, efficiency, morale and teamwork
- Maintain all food safety and maintenance logs on all required equipment at the assigned campus
- Follow all regulations and policies of Duncanville ISD
- Perform other duties assigned by supervisors and/or administration

Supervisory Responsibilities:

- Supervise foodservice employees at the assigned campus
- Evaluate employee performance and maintain personnel documentation
- Responsible for training employees at assigned campus

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart, desktop computer

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting, prolonged use of computer and repetitive hand motions

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying up to 50 pounds

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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

Employee Print Name _____

Employee Signature _____ Date _____