



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

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**Job Title:** Child Nutrition Services Manager I

**Salary Block:** 406

**Reports To:** Director of Child Nutrition Services

**Terms of Employment:** 187 Days

**Exemption Status:** Exempt

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**Primary Purpose:**

The primary purpose of this position is to manage and supervise the cafeteria staff in order to provide nutritious meal and great customer service to the students in the school district.

**Qualifications:**

**Education/Certification:**

- High School diploma/equivalent or higher
- Valid Food Protection Management Certification.

**Special Knowledge/Skills:**

- Physically able to lift 50 pounds;
- Demonstrate ability to effectively communicate with district employees, parents and students.

**Experience:**

- Minimum of three (3) years experience in quantity food production, similar to school food service operation.

**Major Responsibilities and Duties:**

1. Plans and directs food production and preparation for the elementary school food service operation. Follows district's preplanned menus.
2. Submits weekly grocery and supply orders to fulfill menu requirements, and verifies said orders upon delivery to assure quality and quantity standards have been met.
3. Plans work schedules and evaluates performance of employees. Arranges for substitutes when necessary.
4. Oversees and assists with meal preparations. Assures recipes are understood and being followed, and food temperatures are adequately maintained at all times.
5. Supervises and instructs personnel in the proper use and care of food service equipment. Assures employees are following safety standards set forth by district procedures, and reports any malfunctions of equipment to the food service office.
6. Assures proper temperatures for walk-in coolers and all foods are recorded and maintained on a daily basis.
7. Assures all kitchen and dining areas are cleaned daily following sanitation standards set forth by City/Council Health Department and District.
8. Maintains daily food production sheets and perpetual inventories. Assures compliance with district, state, and federal regulations.
9. Is familiar with, and assumes responsibility for cashiering duties as may be needed. Verifies daily deposits.
10. Submits employee time sheets, invoices and other required paperwork following designated timelines.
11. Responsible for maintaining good morale among employees. Works to develop a spirit of cooperation among students, parents, faculty, and administrators.
12. Utilizes promotional and merchandising materials developed for the enhancement of student participation. Creates an attractive atmosphere in the food service facility.
13. Upholds and adheres to safety rules and policies of the SISD safety program.

## Child Nutrition Services Manager I

14. Supports the goals and objectives of the school district and follows all district policies.
15. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
16. Performs any other duties as assigned by the appropriate supervisor.
17. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

**Physical Demands/Environmental Factors:** Stand, walk, push, and pull; lift and carry; some stooping, bending, and kneeling. Limited exposure to extreme hot and/or cold temperatures.

*This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (please print)

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Signature

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Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.