



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

**Job Title:** Assistant Manager of Child Nutrition Services

**Pay Grade:** 404

**Reports To:** Child Nutrition Services Manager

**Terms of Employment:** 175-187 Days

**Exemption Status:** Non-Exempt

### **Primary Purpose:**

The primary purpose of this position is to assist the child nutrition services manager in the duties of maintaining kitchen protocol and operations and to supplement the district supper program when applicable.

### **Qualifications:**

#### **Education/Certification:**

- High school diploma/ equivalent or higher
- Valid Food Service Management Certification or obtained within 30 days of hire date.
- Professional Standard Hours (6 hours) or receive them within 6 months of hire date.

#### **Special Knowledge/Skills:**

- Demonstrate ability to effectively communicate with district employees, parents, and students.
- Basic clerical and computer operation skills
- Irregular working hours to accommodate the district supper program (if needed)

#### **Experience:**

- Minimum of two (2) years' experience in quantity food production, like school food service operation.

#### **Major Responsibilities and Duties:**

1. Adheres to the work schedule as planned by the manager.
2. Assumes responsibility for entire kitchen operation in the absence of the manager.
3. Oversees and assists with meal preparations. Assures recipes are understood and being followed, and food temperatures are always adequately maintained.
4. 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 Child Nutrition Services office.
5. Assures proper temperatures for walk-in coolers.
6. Provides training and assists with cleaning of all kitchen and dining areas following sanitation standards set forth by the City/County Health Department and the District.
7. Provides input for the submission of weekly grocery and supply orders and

ADOPTED: 3-5-85

AMENDED: 8-7-90, 9-1-92, 3-2-93, 10-3-01, 12-12-12, 10-5-16, 10-23-17, 08-21-18, 12-19-18, 09-25-19, 11-2-21, 9-5-24, 01-08-25

## Assistant Manager of Child Nutrition Services

- verifies them upon delivery to assure quality and quantity standards have been met.
8. Helps manager to maintain daily food production records and perpetual inventories. Assures compliance with district, state, and federal regulations.
  9. Is familiar with and assumes responsibility for cashiering duties as needed.
  10. Greets all visitors and customers courteously.
  11. Responsible for maintaining good morale among employees.
  12. Works to develop a spirit of cooperation among students, parents, faculty, and administration.
  13. Assists in utilizing promotional and merchandising materials developed for the enhancement of student participation.
  14. Accepts pre-payments, reconciles cash, makes deposits, and submits all required records daily.
  15. Reviews meal trays to assure compliance for federal reimbursement and performs online cashiering duties.
  16. Upholds and adheres to safety rules and policies of the SISD safety program.
  17. Supports the goals and objectives of the school district and follows all district policies.
  18. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
  19. Performs any other duties assigned by the appropriate supervisor.
  20. 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); emotional control.

**Physical Demands/Environmental Factors:** Stand, walk, push, and pull; lift and carry 50 pounds; 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 Human Resources Officer at (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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