



Job Description

Position Title:	Food Service Manager, HS		
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Reports to:	Child Nutrition Supervisor	Pay Grade:	N11
Terms of Employment:	<ul style="list-style-type: none">• 185 days per year.• At-Will employment agreement.• Salary is in the pay grade N11 on the Non-Exempt SAISD Compensation Plan.• Entry salary is at \$20.70 with consideration for directly related experience.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded		

Position Summary

The Food Service Manager is responsible for managing campus food service operations to include the planning, preparation and service of breakfast, lunch, afterschool meals, snacks, family style meals, satellite meals, special diets, fresh fruit and vegetable program, and early head start; training and supervision of food service staff; ensures meal service, financial aspects, recordkeeping and health code compliance; meet all regulations.

Essential Functions / Key Responsibilities

1. Maintain all serving schedules.
2. Serve all food items according to menu specifications defined by U.S.D.A, following District policies and procedures.
3. Direct daily activities in kitchen.
4. Produce and maintain work schedules and production records.
5. Coordinate with campus principal, supervisor and Food and Child Nutrition Services to resolve personnel problems, temporary schedule changes, special serving requirements, issues with charging, coordinate communications with parents, meal applications, and compliance to the Texas Public School Nutrition Policy.
6. Supervise and evaluate cafeteria workers and make recommendations regarding employment.
7. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
8. Maintain accurate reports of daily and monthly financial, production and activity records.
9. Maintain and submit accurate information for payroll reporting (attendance, punctuality)
10. Ensure that food items are stored in a safe and hazard-free environment.
11. Maintain a safe work environment by ensuring and enforcing compliance with high standards of cleanliness, health, safety, and sanitation.
12. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
13. Maintain logs on all equipment maintenance required by Food and Child Nutritional Services.
14. Perform preventive maintenance, report needed equipment repairs and make recommendations regarding replacement of existing equipment.
15. Conduct monthly physical equipment and supplies inventory.
16. Provide Recipe and Production Training with cafeteria staff.



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17. Assist with testing new food items.
18. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency).
- Certified Food Manager Certification as approved by the Texas Department of State Health Services (Food Safety Manager Certification)
- City Ordinance-Food Manager Card.
- 1+ years of experience as a School Food Service Manager.
- Supervision in school food service, hotel/restaurant management, or a relate field required. Emphasis in food production that includes recipe development, management, and training.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Associate Degree in Culinary Arts- preferred.

Knowledge, Skills & Abilities

- Knowledge of methods, materials, equipment, and appliances used in high volume food service operation.
- Demonstration of high-quality job performance; possess leadership and management skills.
- Effective planning and organizational skills.
- Demonstrated reading, writing and computation skills required for cafeteria management.
- Strong communication and interpersonal skills to interact effectively with staff and students.
- Basic computer skills.
- Demonstrated proficiency in routine funds management, bookkeeping and recordkeeping.
- Keep informed of and comply with state, district, and federal policies, including daily attendance, punctuality, and confidentiality.
- Comply with local policies for daily attendance, punctuality, and confidentiality; regular attendance and punctuality are essential functions of the job.
- Compile, maintain and file all reports, records, and other required documents applicable to position.
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, cash register, multi-line phone system and other equipment applicable to position.
- Large and small kitchen equipment and tools including but not limited to electric slicer, mixers, steamer, sharp cutting tools, ovens, dishwasher, utility cart and fire extinguisher



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- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc. approved chemicals; work around moving objects or vehicles

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing (stairs or ramps), balancing, twisting, bending/stooping, kneeling/squatting, pulling/pushing; reaching/overhead reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input.
- Intermittent: lifting, carrying, lowering up to 50 pounds, work on slippery surfaces and work with hands in hot water.
- Occasional traveling

Supervisory Responsibilities / Direct Reports

- Supervise and evaluate food service personnel at assigned campus.
- Responsible for cash reporting of all employees.
- Responsible for use of keys and security codes used by employees.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____