



Flour Bluff Independent School District Job Description

JOB TITLE: Central Kitchen Assistant Warehouse Manager

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 179

REPORTS TO: Central Kitchen Warehouse Manager/Director

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Assist in the supervision and support the Flour Bluff School Nutrition Program by participate in the operation of the Food Service Department Warehouse providing foods and supplies for cafeteria campuses to have proper meals for students and adults in the School Nutrition Program in accordance with regulatory agencies and administrative guidelines. The role of the School Nutrition Services Assistant Warehouse Manager provides support and assistance in supervision to Warehouse personnel and support of cafeterias within the Nutrition Department. The School Nutrition Services Assistant Warehouse Manager is to assist Supervisors and other personnel in delivery service of all menu and food items for students and adults in a School Nutrition program in accordance with regulatory agencies and administrative guidelines.

QUALIFICATIONS:

TECHNICAL SKILLS, KNOWLEDGE QUALIFICATIONS & ABILITIES:

- A high school diploma or equivalent is desirable. Sufficient education to have basic skills in reading, basic computer use, record keeping, and arithmetic is required.
- Completion of adult school or college courses pertaining to quantity food production and service, nutrition, sanitation, and supervision is desirable.
- Completion of at least one summer workshop sponsored by the Texas School Food Service Association, Texas Department of Agriculture, or Texas Education Agency every year is desirable.

- One-year experience in commercial or institutional quantity food storage, inventory, and delivery service to several campuses per day is desirable.
- Experience in supervision of food service warehouse employees is desirable.
- Basic personal computer and keyboard skills desirable.
- Customer service and public relations skills and professionalism.
- Able to maintain confidentiality in all aspects of the job.
- Ability to work with students, district staff, and administration with diverse backgrounds and abilities.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate supervisor.
- Basic skills in reading, arithmetic, and record keeping are required.
- Completion of 15-hour Food Service Manager Course approved by the Department of State Health Services is required.
- Continuing Education/Training as required by Texas Department of Agriculture Professional Standards 6 hours per year.
- Use of the following: delivery truck with lift, forklift, and pallet jack is required.
- Must be able to work with heights with no fear is desirable.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists in supervising in the Central Kitchen Warehouse to receive, store, organize, and deliver to all campuses.
2. Maintains standards of sanitation and cleanliness of Warehouse storage areas, equipment, refrigeration, and freezer.
3. Assists in giving training to workers in methods of performing various Warehouse duties.
4. Assigns and coordinates work of employees to promote efficiency of Warehouse operations.
5. Verifies the amount of food transported to the cafeteria with the order sheets submitted by the Cafeteria Managers.
6. Maintains report of extra food and supplies used and leftovers returned to the Central Kitchen Warehouse.
7. Stores dry, cold, and freezer food items and other supplies, and equipment in a safe and sanitary manner.
8. Maintains proper storage techniques for food quality standards so that food freezes and holds better for preparing that enhances appearance and taste.
9. Assists in monthly inventory of all foods and supplies in the Central Kitchen Warehouse utilizing computer program.
10. Assists in ordering of food and supplies as needed in the Warehouse for all campuses utilizing computer program.
11. Works within a framework of multiple and complex regulations and time schedules.
12. Establishes rapport between students, school personnel, community, and the School Nutrition department.

13. Maintains good working communications with co-workers and other staff-team members.
14. Maintains good attitude in difficult situations.
15. Helps maintain cohesiveness among team members.
16. Performs duties in a timely and organized manner.
17. Projects a professional image through demeanor and dress.
18. Complies with School Nutrition Service Department policies and procedures.
19. Complies with policies and procedures as outlined in employee handbook and addendum.
20. Maintains regular and reliable attendance.
21. Adheres to proper channels when communicating ideas, problems, etc.
22. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart.

Posture:

Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting.

Motion:

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

Lifting: Frequent moderate lifting and carrying (15–50 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 above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.