



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** School Nutrition Cafeteria Manager

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 179

**REPORTS TO:** Central Kitchen Director/Central Kitchen Coordinator

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- Manage and supervise and support the Flour Bluff School Nutrition Program by overseeing the preparation, cooking, serving food, maintaining the school kitchen, receiving payment for meals, and/or delivering food throughout the Flour Bluff School District. The role of the School Nutrition Manager provides complete supervision to various personnel and cafeterias within the Nutrition Department. The School Nutrition Manager is to assist Supervisors and other personnel in all phases of food production and 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:**

- High School Diploma or GED is desirable.
- One-year experience in commercial or institutional quantity food preparation, including preparation, cooking, and supervisory experience of food service employees desirable.
- Completion of adult school or college courses pertaining to quantity food production and service, nutrition, sanitation, and supervision is desirable.
- Experience in menu planning,
- Oral and written communication skills, critical thinking, and problem-solving skills
- 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 manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction.
- 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 an automobile is desirable.

### **Supervisory Responsibilities**

- Management of School Nutrition Services Associates and documentation of required records in accordance with TDA, DSHS, Health Department, FBISD, USDA and School Nutrition Department Services.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Offers outstanding cross-training in loading and unloading of food and supplies for transportation to the various cafeterias and their return to the Central Kitchen and unloading of food carts at satellite kitchen and/or Central Kitchen.
2. Sets an example for staff to work safely, quickly, and efficiently in preparing, cooking, setting up foods offered on a serving line.
3. Provides proper safety use of all kitchen equipment, knives and serving utensils in accordance with correct practice to all staff.
4. Able to provide appropriate instructions when training staff on serving a variety of foods in accordance with school recipes, pre-determined portion control standards and replenishing the serving line as needed daily basis.
5. Instructs staff appropriately on established procedures for dishwashing (both mechanical and hand) and cleaning of all dishwashing equipment.
6. Train staff to wash, sanitize, and store all kitchen equipment, utensils, and carts properly; clean and sanitize large kitchen equipment (refrigerators, ovens, etc.) as required sweep and mop floors; and dispose of wastes properly.
7. Able to administer proper training and follow all HACCP (Hazard Analysis Critical Control Procedures) SOP (standard operating procedures) using computer programs efficiently.
8. Establishes and maintains high standards of sanitation and safety in the work area.
9. Maintains excellent food quality standards, including appearance and taste.

10. Operates computerized cash register accepting funds for approved school meals, "Smart" snacks, and beverages sold in the school cafeterias.
11. Assists in weekly inventory inputting information into computer program.
12. Works within a framework of multiple and complex regulations and time schedules.
13. Maintain good TEAM working communications with co-workers and other staff members.
14. Maintains a positive attitude in difficult situations.
15. Help maintain cohesiveness among employees.
16. Perform duties in a timely and organized manner.
17. Project a professional image through demeanor and dress.
18. Comply with School Nutrition Department policies and procedures.
19. Comply with policies and procedures as outlined in employee handbook and addendum.
20. Maintain regular and reliable attendance.
21. Adhere to proper channels when communicating ideas, problems, etc.
22. Perform other duties as assigned or as needed within the Federally Funded School Nutrition Department.

### **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.**

