

# **Carroll Independent School District Job Description**

JOB TITLE: **Food Service Manager Trainee**

Pay Grade: 0A2

Supervisor: Director of Child Nutrition

Employment Days: 180

Department: Child Nutrition

Wage/Hour Status: Non-exempt

---

## **MISSION:**

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

## **JOB SUMMARY:**

This position will aid in creating a learning environment that inspires success and responsibility and requires effective interfacing with all Carroll ISD personnel and community members. This position will learn to manage the preparation and service of appropriate quantities of food to meet menu requirements in school cafeterias.

## **QUALIFICATIONS:**

- Effective interpersonal skills
- Oral and written communication skills
- High School Diploma/GED
- Food Manager Certification or proof of continuing education on an annual basis
- One-year experience in public school food service or 2 years other food management.

## **MAJOR RESPONSIBILITIES:**

- Must complete manager training program
- Responsible for taking notes and retaining information learned in order to perform job duties
- Assists in the supervision of safety and sanitation in the kitchen and keeps employees informed of health standards and regulations
- Acts as Manager in the absence of any manager within the district
- Assists in the training of and supervision of cafeteria employees
- Be able to prepare any menu item in the kitchen as well as train employees on food preparation
- Supervises all preparation and serving areas
- Assists manager in keeping inventories and informing them when an item is out of stock or is low
- Attends Manager Meetings
- Assists in counting and recording all monies daily, responsible for deposit in the absence of the manager
- Performs all cashier duties and must be able to train other employees

- Supervises the overall safety and HACCP program in respective kitchen, following the county, state, and federal health department regulations
- Prepares daily HACCP reports from Carroll ISD HACCP Manual, files in an organized manner
- Follow and enforce the department guidelines
- Assists manager in delegating work schedules among employees
- Read and respond to emails at least 3 times a day (beginning of shift, before lunch, before clocking out for the day)
- Assist principals, faculty and parents in promoting school public relations.
- Encourage a pleasant and assistive relationship between employees and students.
- Meet with Child Nutrition Director at scheduled intervals to go over progress
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

**EQUIPMENT USED:**

Large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, ovens, dishwasher, and food and utility cart.

**TECHNOLOGY USED:**

Computer, telephone, calculator, fax machine, and copier

**MENTAL DEMANDS:**

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

This position will require approximately 35% walking/standing; 40 % sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending. Regular inter-district travel required.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Director of Personnel Services)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Assistant Superintendent for Administrative Services)

Date Created: 8/2019

Date(s) Revised: