



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Child Nutrition Manager (Elementary/Middle) **Wage/Hour Status:** Non-exempt
Reports to: Director of Child Nutrition **Pay Grade:** AU02, 175 Days
Dept./School: Child Nutrition **Date Revised:** March 2025

Primary Purpose:

Supervise, train and manage campus food service staff and operations. Ensure that the appropriate quality and quantities of food are ordered, prepared and served. Meet or exceed all state and federal health regulations. Ensure all state and federal nutritional guidelines are closely followed.

Qualifications:

Education/Certification:

High school diploma or equivalent
Clear and valid Texas driver's license
Servsafe Certification or required to obtain within six months of hire

Special Knowledge/Skills:

Must be proficient in the English language to effectively communicate in the workplace
Knowledge of methods, materials, equipment, and appliances used in food preparation
Ability to understand verbal instructions and written work-related documentation such as manuals, recipes, and safety rules
Ability to operate large and small kitchen equipment and tools
Must be able to perform basic arithmetic operations requiring addition, subtraction, multiplication, and division
Computer skills are required for this position; experience using Child Nutrition software preferred.
Ability to manage personnel through performance management, training, development, employee relations, addressing concerns and conflicts while promoting a positive employee environment
Knowledge of TDA guidelines and policies
Knowledge of production sheet, forecasting, time and temperature control and cost controls
Strong skills in effective planning, organizing, communicating, and interpersonal skills

Experience:

Two (2) years of experience in institutional food service operations or completion of Manager in Training (MIT) program.

Major Responsibilities and Duties:

Cafeteria Management:

1. Produce and maintain work schedules, task sheets, and production records.
2. Direct daily activities in kitchen and cafeteria; organize and handle any delegated special events.
3. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
4. Work cooperatively and communicate with the campus administration to accommodate temporary schedule changes, special serving requirements, and special events.
5. Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.
6. Participate in breakfast and lunch promotions.
7. Promote teamwork and interaction with fellow staff members.
8. Maintain personal appearance and hygiene.
9. Monitor and control charges weekly.

Policy, Reports, and Law

10. Ensure that food is prepared safely and is of high quality according to policies, procedures, and department requirements.

11. Maintain accurate reports of daily and monthly financial, production, and activity records.
12. Maintain and submit accurate information for payroll reporting (tardiness and absenteeism).

Safety

1. Ensure that food items are stored in safe and hazard-free environment.
2. Ensure that staff are following all HACCP protocols as well as the food defense plan.
3. Establish and enforce district standards of cleanliness, health, and safety following health and safety codes including Servsafe food handler certifications.
4. Maintain safe work environment.

Inventory and Equipment

5. Ensure that appropriate quantities of food and supplies are available through accurate orders and weekly inventories.
6. Maintain logs on all equipment maintenance required by the Child Nutrition office.
7. Report needed equipment repairs to the Child Nutrition office.
8. Conduct annual physical equipment and supplies inventory.

Other

9. Help train cafeteria workers, and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.

Supervisory Responsibilities:

Supervise and evaluate food service staff at the assigned campus

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 carts, computer, and other peripherals

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 (15–44 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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit-based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document 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. Positions are extended annually based upon availability of funding.

Signature indicates acknowledgement of the receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #