



## CNS TEAM LEAD, ELEMENTARY

Rev. July 2023

**Job No.: Z518**

**Reports to:** Associate Director, CNS

**Dept./Campus:** Child Nutrition Services

**FLSA Status:** Non-exempt

**Pay Grade:** Z5

**Term:** 184 Days

### PRIMARY PURPOSE:

To lead the elementary campus food service operation to ensure that high quality, nutritious meals are provided on time to students in a safe and sanitary environment.

### MAJOR RESPONSIBILITIES AND DUTIES

- Produce and maintain a balanced employee work and rotation schedule by directing daily activities of employees in the kitchen and cafeteria.
- Ensure that kitchen staff follows all TDA, USDA, school district, health department, Southwest Foodservice Excellence regulatory rules and procedures.
- Ensure that all correct procedures are followed, and paperwork completed, including but not limited to ordering, inventorying, production planning, work scheduling, safety training, and cash handling.
- Ensure that all necessary production is taking place and quality is at prescribed levels according to the menu, recipe specifications, and operational standards defined by department's policies and procedures.
- Supervise, train, and cross-train all employees in food safety, physical safety, food preparation, cash handling, standards adherence and other CNS procedures to ensure the safety, well-being and work output of others.
- Understand, implement, demonstrate, and train sanitation standards.
- Manage food and labor costs as it relates to the overall operation of the campus cafeteria.
- Monitor and manage Kronos timekeeping system for employees.
- Act as the primary liaison between the Child Nutrition Services department and the school administration.
- Coordinate, actively participate, and document results for monthly and quarterly promotions.
- Actively participate in campus and department committees as needed.
- Train and mentor student food service workers and dietetic interns as needed.
- Provide food service during school district emergencies and sheltering situations.
- Ability to establish and maintain effective, friendly working relationships with students, staff, and the community.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- Provide daily operational oversight to elementary school campus cafeteria staff.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Food Handler's Card from Williamson County or Travis County Health Department.
- Valid Texas Class "C" Operator's Driver's License. Driving record must meet district standard for driving district vehicles.
- Two years food service experience preferred, one year food service experience in a lead role required.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

**Knowledge/Skills/Abilities:**

- Knowledge of food safety rules and regulations.
- Skill in planning; and organization.
- Ability to add and subtract two-digit numbers, calculate, multiply and divide with 10's and 100's using US Dollars.
- Able to read menus and follow directions, both oral and written.
- Ability to problem solve basic kitchen and team related challenges.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Ability to understand, remember and apply oral and/or written instructions or other information.
- Ability to multi-task.
- Work in kitchen environment where temperatures are sometimes high.
- May be exposed to cold and freezing temperatures.
- Must be able to work around equipment producing steam and hot temperatures.
- May be exposed to strong smells from food products.
- May be exposed to intermittent sounds of a loud nature.
- Move about on wet or slippery floors.
- Needs to be able to move kitchen and food supplies up to 50 pounds regularly.
- Needs to be able to move around kitchen and cafeteria to prepare food and assist in cafeteria management.
- Must be able to stand in stationary position for sustained periods of time.
- Maintain composure and professionalism at all times.