



Job Description Montgomery Independent School District

Job Title: CN Manager in Training

Wage/Hour Status: Nonexempt

Reports to: Director of School Nutrition

Date Revised: March 2026

Dept. /School: Food Service Department

Salary: PG 2 Child Nutrition/182 Days

Primary Purpose:

Training Responsibilities: supervision, training, and management of the campus food service operation on site; ensure that appropriate quantities of food are prepared and served; meet time constraints set by the school menu requirements established by the District Office, and meet health codes promulgated by city and state agencies.

Qualifications:

Education/Certification:

High school diploma

Montgomery County Health Department Manager Certification (must complete upon hiring)

Accredited sanitation course

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation

Knowledge of office machines; personal computers and Microsoft applications

Ability to manage personnel

Effective planning and organizational skills

Ability to communicate well and deal with people in a courteous manner

Experience:

One year of public school food service experience or three years of food service operation management.

Major Responsibilities and Duties:

1. Assist managers with producing and maintaining work schedules and production records.
2. Assist managers with all ordering required for service or catering.
3. Assist managers with maintaining food preparation that ensures the safety and quality of food per departmental guidelines and Montgomery County Health Department requirements.
4. Maintain all serving schedules; ensure that all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines.
5. Maintain a sanitary environment following policies and Montgomery County Health Department codes and regulations.
6. Must be able to read, write, and understand verbal instructions in English and perform math functions of addition, subtraction, multiplication and division.
7. Handle and record cashier functions accurately.
8. Work cooperatively with campus principal and parents.
9. Manage employees at the school site, promoting employee growth, efficiency, morale, and teamwork.
10. Maintain HACCP policies.
11. Follow all rules, regulations, and policies of Montgomery ISD and follow directives from superiors.
12. Attend all meetings as assigned.

13. Follow attendance policy as assigned by supervisor.

14. Direct daily activities in kitchen and serving.

Policy, Reports, and Law

15. Maintain accurate reports of daily and monthly financial, production, and activity records.

16. Follow all Veritime and AESOP requirements.

Safety

17. Ensure that food items are stored in safe and hazard-free environment.

18. Maintain safe work environment.

Inventory and Equipment

19. Maintain logs on all equipment maintenance required within campus food service department.

20. Perform preventive maintenance and report needed equipment repairs; justify replacement of existing equipment to meet needs of facility.

21. Complete all necessary work orders for equipment through district website Eduphoria.

Other

22. Perform other functions that may be assigned by the Administration and/or supervisor.

Supervisory Responsibilities:

Supervise kitchen employees under the direction of active manager.

Equipment Used:

Large and small kitchen equipment to include convection oven, mixer, pressure steamer, sharp cutting tools, dishwasher, food and utility cart, and personal computer.

Working Conditions:

Mental Conditions/Physical Demands/Environmental Factors:

Work with frequent interruptions. Maintain emotional control under stress. Frequent standing, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; prolonged use of computer and repetitive hand motions.

Environment:

Moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness, excessive noise, intermittent; fumes, smoke, or gases; solvents (degreasing agents); grease and oils; work around machinery with moving parts; work around moving objects; work with hands in water.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____