



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

FOOD SERVICE GENERAL MANAGER

(Preference will be given to CFISD Food Service employees)

QUALIFICATIONS:

1. Current Cypress-Fairbanks Independent School District Food Service General Manager, Manager or Assistant Manager with middle school or high school experience preferred.
2. TASN Certificate - Certification Level I (or actively working towards certification).
3. Demonstrated effective leadership skills.
4. Demonstrated effective organization skills; demonstrated ability to prioritize and organize daily work schedules.
5. Demonstrated good math skills; be able to work with currency in a quick and accurate manner.
6. Ability to work independently with limited direct supervision.
7. Basic computer skills.
8. Knowledge of operation and maintenance of equipment.
9. Be physically capable of performing assigned duties. Frequently required to lift up to 60 lbs.; work with machinery; bend, stoop, reach above shoulder level. Occasionally required to climb ladders, ramps, and stairs. Continuous walking and standing.

SALARY: HS - 64 / \$15.00 per hour (minimum)

LENGTH OF EMPLOYMENT: 182 days – Smith Middle School

ESSENTIAL FUNCTIONS: (Details will be discussed at the time of the interview)

1. Administer the National School Breakfast and Lunch Programs at the unit.
2. Accurately take, record and extend all physical inventory, according to Department procedure.
3. Market the school food service program.
4. Provide continual training, motivation and direction to employees.
5. Ensure that all equipment, facility and personal sanitation procedures are followed. Food Handler's certification must be current and updated as required.
6. Direct the proper handling and cooking of food.
7. Monitor and enforce the safety standards of the department, administer training programs, report accidents, and complete the required documentation.
8. Order and receive all food, condiments, paper/plastic and cleaning supplies for the unit. Adjust orders and delivery receipts as needed.
9. Ensure that proper procedures are followed for collecting money, entering checks and cash on account, counting money and preparing the bank deposit, courier bag, and courier receipt.
10. Project a professional image in appearance and personal conduct. Utilize a positive, professional, proactive, and innovative approach to work.
11. Monitor the monthly financial status of the food service unit.
12. Attend all scheduled and called manager meetings and/or inservices.
13. Enforce all District and Department Policies and Procedures.
14. Support the Food Service Department with regular and reliable attendance.
15. Perform other duties as assigned by supervisors or directors.

INTERESTED APPLICANTS MAY CONTACT:

Darin Crawford, Asst. Director of Human Resources
Food Service Department
11355 Perry Rd.
Houston, TX 77064
Phone: 281-897-4535
Email: jeffery.crawford@cfisd.net
[Print Application](#)

J.H.

DEADLINE TO APPLY: October 26, 2009 or Until Filled

Posted 10/13/09