



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

FOOD SERVICE MANAGER

(Preference will be given to CFISD Food Service employees)

QUALIFICATIONS:

1. One year successful experience in the Cy-Fair Food Service Department.
2. Currently a Cy-Fair Manager, Assistant Manager or a Back-Up Manager.
3. TASN Certificate - (or actively working towards certification).
4. Good organization skills; be able to prioritize and organize daily work schedules.
5. Good math skills; be able to work with currency in a quick and accurate manner.
6. Able to work independently; limited direct supervision.
7. Basic computer skills.
8. 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-63 / \$13.64 per hour (minimum)

LENGTH OF EMPLOYMENT: 182 days

LOCATION: Lee Elementary School

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

1. Administer the National School Breakfast and Lunch Programs at the satellite unit.
2. Accurately take, record and extend all physical inventory, according to Department procedure.
3. Market the school food service program.
4. Motivate employees.
5. Provide continual training and direction to employees.
6. Ensure that all equipment, facility and personal sanitation procedures are followed. Attend the Sanitation Certification Classes required by the local Health Department.
7. Direct the proper handling and cooking of food.
8. Monitor and enforce the safety standards of the department, report accidents, and complete the required documentation. (Refer to Food Service Department Handbook - Appendix) and training programs.
9. Order and receive all food, condiments, paper/plastic and cleaning supplies for the satellite unit. Adjust Orders and Transfer Worksheet as needed.
10. Ensure that proper procedures are followed for collecting money, recording ticket sales (or monies on account), counting money and preparing the bank deposit, courier bag, and courier receipt.(Refer to Policy and Procedure Manual).
11. Project a professional image in appearance and personal conduct (as specified in the Food Service Handbook). Utilize a positive, professional, proactive, and innovative approach to work.
12. Monitor the monthly financial status of the food service unit.
13. Attend all scheduled and called manager meetings and/or inservices.
14. Enforce all District and Department Policies and Procedures.
15. Support the Food Service Department with regular and reliable attendance.
16. 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 Road
Houston, TX 77064
Phone: 281-897-4535
Email: jeffery.crawford@cfisd.net
[Print Application](#)

J.H.

DEADLINE TO APPLY: February 10, 2010 or Until Filled

Posted 01/28/10