

Brenham Independent School District - Job Description

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| Job Title/Position: | Child Nutrition Team Lead | Department/School: | Brenham Elementary |
| Duty Days and Pay Grade: | 181 Days CN4 - Pay Grade | Reports to: | Child Nutrition Director |
| FLSA: | Non-Exempt | Date Revised: | June 10, 2025 |

Primary Purpose:

- Provide on-site leadership of campus child nutrition operations.
- Ensure compliance with all rules, regulations, and record keeping requirements of the National School Lunch and Breakfast programs.
- Ensure proper sanitation and safety standards are met for compliance with all applicable federal, state, and local agency requirements.

Qualifications:

Minimum Education: High School diploma required or GED acceptable **Certification:** Certified Food Safety Manager
Minimum Experience: Two or more years of work experience in food production and service, at least one year of public school food service experience preferred.

Special Knowledge/Skills/Abilities:

- Working knowledge of quantity food production, commercial kitchen equipment, and procurement of food and non-food supplies.
- Ability to manage personnel.
- Ability to read, comprehend and carry out instructions furnished in written, oral, and diagram form.
- Possess basic computer skills required for food ordering, food production, inventory, and record keeping.
- Skilled in use of point of sales systems, spreadsheets, word processing, and email.

Major Responsibilities and Duties:

Cafeteria Management and Food Preparation

1. Supervise the preparation and service of high quality food for students and staff each day while promoting and providing excellent customer service.
2. Supervise school compliance with all rules and regulations of the National School Lunch and Breakfast Programs.
3. Direct, train, and supervise cooks, food service workers, and cashiers in proper food preparation, food service, food handling and portion control while promoting a positive and pleasant work environment, promoting employee growth, efficiency and teamwork.
4. Prepare and post work and cleaning schedules for all employees.
5. Prepare and review computerized performance evaluations with all employees.
6. Recommend employees for promotion, transfer, and disciplinary action.
7. Prepare and complete accurate food production records to verify reimbursement claims for meal programs.
8. Responsible for cashiering and cash accounting procedures, to include daily bank deposits, daily deposits to patron accounts, balancing cash and performing periodic cashier audits.
9. Operate programs within established budget for food, supplies, and labor.
10. Determine the type and quantity of food and supplies to order/purchase based on menu needs and resources available.

Safety and Sanitation

12. Supervise sanitation and safety practices in school kitchen/cafeteria as established by federal (OSHA), state, and local agencies (Texas Department of Health).
13. Supervise use of all commercial kitchen equipment to insure optimum operating conditions and safety. Recommend action on all equipment repairs.
14. Follow established procedures for locking, checking and safeguarding facilities.

Inventory and Equipment

15. Monitor inventory of kitchen supplies for budgetary controls.
16. Supervise ordering and receiving of all food and supplies to assure that quality and quantity specifications are met.

Other

17. Compile, maintain, and submit reports including invoices, accident reports, food orders, absence reports and all other reports in a timely manner.
18. Operate personal computer in the manager's office and at computerized work stations on serving lines.
19. Review and submit accurate time and attendance records for payroll reporting purposes.
20. Implement marketing events for school cafeteria to increase participation.
21. Participate in the menu planning process with the Child Nutrition Director.
22. Communicate all pertinent information to the Child Nutrition Director. Attend manager meetings.
23. Maintain effective communication among Child Nutrition staff, teachers, administrators, and community.
24. Oversee the closing of school at the end of the school year, and follow end of year procedures.
25. Complete annual continuing education requirements.
26. Perform related duties as assigned.

Equipment Used:

- Use large and small kitchen equipment to include but not limited to large mixer, pressure steamer, braiser, steam jacketed kettles, refrigerated equipment, warmers, convection ovens, impinger ovens, dishwasher, electric slicer, sharp cutting tools, cutting board, scales, food and utility carts, mops and brooms
- Desktop computer (windows based), computerized point of sale workstation, and 10-key calculator

Working Conditions:

Physical Demands: Continual standing and walking; pushing and pulling, moderate lifting and carrying (10-45 pounds); reaching, overhead reaching, stooping, bending, twisting, kneeling and squatting most of the day. Maintain emotional control under stress.

Environmental Factors:

- Moderate exposure to extreme hot and/or cold temperatures, moisture, excessive humidity, wet floors, and noise from equipment
- Working around machinery with moving parts

- Work with hands in water
- Work with feet on slippery surfaces
- Work with frequent interruptions

Other Information: The Child Nutrition Director has the right to add to or change these duties at any time.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties assigned or skills required. The district shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, sex, or national origin. Nor shall the district limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, sex or national origin.

Prepared by: _____ Date: _____