



HARLANDALE INDEPENDENT SCHOOL DISTRICT

"A family working together"

JOB ANNOUNCEMENT

CHILD NUTRITION CAFETERIA MANAGER COLLIER ELEMENTARY SCHOOL

POSTING DATE

June 25, 2018

OPEN UNTIL FILLED

Number of Days Employed: 193
Working Hours: Flexible
Paygrade: 3
Hourly Rate Range: \$12.89- \$19.33

POSITION SUMMARY: This position is responsible for preparing and serving a well-balanced nutritional meal to students and staff. The incumbent is responsible for maintaining a clean, sanitary and pleasant environment. Additionally, the incumbent is responsible for ordering food and supplies assuring that costs are controlled to the extent possible plus any duties delegated by management.

REPORTS TO: Child Nutrition Manager of Operations

MINIMUM SKILLS/QUALIFICATIONS:

1. *High School Diploma or GED from a state accredited high school or educational program
2. Knowledgeable in the School Breakfast Program, National School Lunch Program, and Afterschool Care Program
3. Minimum of three years' experience in all phases of food preparation for cafeteria
4. Completion of Harlandale Child Nutrition Manager Training Institute, preferred
5. Knowledgeable in inventory control
6. Knowledgeable in a variety of equipment and machinery involved in the preparation and serving of food
7. Minimum of one year of supervisory experience
8. Basic computer skills
9. Working knowledge of the English language, both written and spoken
10. Meet the physical requirements of the position job description

*High School Diploma or GED requirement is waived for HISD employees currently holding a position at the same paygrade as the position applying for within the same job classification.

APPLICATION PROCEDURES:

- **IN DISTRICT:** Employees must submit a complete resume and letter of interest
- **OUT OF DISTRICT:** 1) Must complete an online application to include work history
2) Must submit a resume

INTERESTED PERSONS MUST SUBMIT THE APPROPRIATE DOCUMENTS TO:

Mr. Elias Hernandez, Human Resources Auxiliary Coordinator
Harlandale Independent School District
102 Genevieve
San Antonio, Texas 78214-2997
Phone (210) 989-4410
Fax (210) 989-4478

Applicants chosen for an interview will be contacted about the date and time.

WORKING DAYS, WORKING HOURS, DUTY ASSIGNMENT AND JOB LOCATIONS ARE SUBJECT TO CHANGE.

The Harlandale Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law.

*An Equal Opportunity Employer
The following person has been designated as the Title IX Coordinator:
Diana Tudyk, Executive Director for Human Resources
102 Genevieve
San Antonio, Texas 78214
(210) 989-4410*