

School District/Employer:	Colmesneil ISD
Position:	Child Nutrition Food Service Director
Date Posted:	September 7, 2017
Deadline:	Until Filled
Openings:	1
Commitment:	Full Time

Position Summary:

The job functions include on-site setup, support and training; financial management and recordkeeping; compiling, maintaining, and filing all reports, records and other documents as it relates to the program compliance.

Duties and Responsibilities:

Overall management of Systems Design Point of Sale Software

Manage and maintain reports, records and documents related to K12 CNP Compliance Manage and maintain reports, records and other documents related to System Design

Manage and maintain all reports, records, and other documents required to ensure accurate accounting of student balances.

Develop training calendars for cafeteria staff to ensure compliance

Manage the review and processing of invoices and purchases orders.

Reviewing of menus that meet established nutritional requirements for students

Follows United States Department of Agriculture and Texas Education Agency guidelines for meal eligibility and reimbursement of federal funds

Attend professional growth activities to keep abreast of innovative techniques for food service operations

Perform other duties as may be assigned

Qualifications:

Minimum 1 year experience in school food service field and customer service.

Minimum 1 year experience in processing school meal applications, food production records, breakfast/lunch meal pattern, food safety and offer vs. serve

Knowledge of the National School Breakfast/Lunch program, Menu Planning, HACCP and FSR

Knowledge preparation of foods in food service environment

Excellent Microsoft Office/Google Docs and applications/computer skills

Ability to communicate effectively, both verbally and in writing

Applications are located - www.colmesneilisd.net – complete the application and return to Ashley Rowden, PO Box 37, Colmesneil, Texas 75938 or submit to Ashley.rowden@colmesneilisd.net.

For additional information call Ashley Rowden @ 409.837.5757 – Central Office Assistant