

JOB DESCRIPTION

Job Title	Manager Quality Control CNP	Job Title Code	510331
Reports to	Food and Nutrition Services Assistant Director	Wage/Hour Status	Non-Exempt
Dept/School	Food and Nutrition Services	Pay Grade	706
		Date Revised	December 9, 2024

Primary Purpose

Monitor the quality and presentation of school meals while offering recommendations, direction and training for Food & Nutrition Services (FNS) employees.

Education/Certification

- High School Diploma/GED
- Valid and current Food Service Management Certificate

Special Knowledge/Skills

- Knowledge of recipe development and conversion.
- Knowledge of methods, materials and equipment used in food preparation and related training activities
- Ability to conduct food product taste testing with school-age children
- Strong computer skills and knowledge of software applications
- Ability to train personnel
- Effective planning and organizational skills
- Strong communication and interpersonal skills
- Ability to read, write and speak English

Experience

- Five (5) years food service experience as a chef, school cafeteria manager or related position

Major Responsibilities and Duties

1. Monitor assigned school sites to ensure visually pleasing presentation of quality food products.
2. Identify culinary training needs of the FNS department, as well as individual needs of assigned sites.
3. Mentor FNS managers, implementing changes in cooking methods and presentation to increase desirability of final food product.
4. Critique layout of food items on the serving line, making necessary changes to improve aesthetics of food display.

Culinary Training

5. Develop and implement comprehensive training programs for FNS employees to address presentation of food items, food quality and culinary techniques.
6. Collaborate with the FNS Training Manager in development of training agenda and schedule.
7. Analyze, monitor, and evaluate culinary training program.
8. Assist in the development, organization, and presentation of training materials for the manager trainee, cook, and cook trainee programs, as needed.
9. Provide individualized culinary training to managers and other school FNS staff, as needed.

Recipe Development

10. Survey students and staff to determine customer satisfaction and identify potential items.
11. Work with CNP production Coordinator on healthy and nutritious recipes for approval of the FNS administration.
12. Adjust and update current recipes as needed.

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Youth Advisory Council

13. Identify potential menu items with student Youth Advisory Council (YAC) for taste testing.
14. Analyze YAC surveys to determine desirability of tested food products.
15. Assist in planning and conducting food product taste testing with school-age children.

Other

16. Aid in developing product evaluation forms for taste testing
17. Participate as a member of the Food Safety Committee.
18. Assist in updating/modifying food safety standard operating procedures.
19. Develop and maintain good public relations with staff and allied groups.
20. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, printer, fax machine, phone, and adding machine. May also use large and small kitchen equipment and tools including electric slicer, mixer, vegetable cutter, steamer, sharp cutting tools, ovens dishwasher and thermometers.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Occasional standing, walking, pushing and pulling; moderate lifting and carrying. Some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

Terms of Employment

204 days; salary to be established by Boart of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred

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to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.