



AMIGOS POR VIDA FRIENDS FOR LIFE

Public Charter School

An Amigos Por Vida - Friends for Life Housing and Education Corporation

Job Title: Food Service Manager/Coordinator

Reports to: Business Office

Wage: Commensurate upon

Department: Food Service

Job Type: Full Time/ Non-Exempt

Primary Purpose: Direct and manage the food service program and supervise campus food service operations. Meet federal and state guidelines and hold high standards of quality and food production, sanitation, and safety practices.

Minimum Qualifications:

- High school diploma or GED
 - Bachelor's degree in nutrition, restaurant, food services, or similar preferred.
 - Texas Food Manager Certification is a plus.
- Strong organizational, communication and interpersonal skills.
- Ability to read, write and speak English. (Bilingual preferred - Spanish).
- Physically capable of lifting 45+ lbs.
- 1-2 years of experience in the food industry (Experience in a school environment is a plus).

Other Qualifications:

- Strong organizational, communication, and interpersonal skills.
- Microsoft Office 365 and basic arithmetic operations.
- Capable of operating large and small kitchen equipment and tools.
- Capable of understanding TEA rules and regulations concerning food service.

Major Responsibilities and Duties include but are not limited to:

- Food Service Operations
- Budget and Inventory
- Personnel Management
- Safety and Sanitation
- Record keeping

Physical Demands:

Ability to perform work requiring but not limited to frequent and prolonged standing, stooping, bending, kneeling, pushing and pulling. Ability to lift equipment and objects weighing 40-60 pounds. Occasional prolonged and irregular hours.

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. Amigos Por Vida Business Department retains the sole right and discretion to make changes to this job description. Any employee making unauthorized changes will be subject to disciplinary action up to and including termination.