



# HARLANDALE INDEPENDENT SCHOOL DISTRICT

*"A family working together"*

## **JOB ANNOUNCEMENT**

### **CHILD NUTRITION ASSISTANT CAFETERIA MANAGER**

#### ***ADAMS ELEMENTARY SCHOOL***

**Posting Date**

**May 2, 2017**

**OPEN UNTIL FILLED**

**Number of Days Employed:** 193  
**Working Hours:** Flexible  
**Paygrade:** 2  
**Hourly Rate Range:** \$11.50 - \$16.97

**Position Summary:** This position assists the Child Nutrition Manager in the preparation of well-balanced, nutritional meals to students and staff. The incumbent is responsible for maintaining a clean, sanitary and pleasant environment. Additionally, the incumbent assists the Child Nutrition Manager in ordering food and supplies, completing pertinent paperwork, and overall supervision of the kitchen staff.

**Reports To:** Child Nutrition Manager

#### **MINIMUM SKILLS/QUALIFICATIONS:**

1. High School Diploma or GED from a state accredited high school or educational program
2. Minimum of three to five (3-5) years of experience in all phases of food preparation
3. Completion of Manager Training Institute preferred
4. Knowledgeable in a variety of equipment and machinery involved in the preparation and serving of food
5. One or two years of supervisory experience
6. Basic computer skills
7. Working knowledge of the English language, both written and spoken
8. Meet the position's physical requirements

#### **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:**

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 of Human Resources  
102 Genevieve  
San Antonio, Texas 78214  
(210) 989-4410*