

# DEVERS INDEPENDENT SCHOOL DISTRICT

## Announcement of Vacancy

September 11, 2014



**Position:** Cafeteria Manager

**Starting Date:** Immediately

**Qualifications:** **Education/Certification:**

- High school diploma or GED
- Food Manager Certification preferred

**Special Knowledge and Skills:**

- Ability to follow verbal and written instructions
- Knowledge of methods, materials, equipment, and appliances used in food preparation
- Ability to manage personnel
- Effective planning and organizational skills

**Experience preferred:**

- Completion of a sanitation course before or during the first year as manager
- Three years experience in institutional food service operations preferred

**Major Responsibilities and Duties:**

- Direct daily activities in kitchen and cafeteria
- Maintain all serving schedules and serve all food items according to menu specifications defined by Texas Department of Agriculture and departmental policies and procedures
- Maintain safe work environment
- Attend any and all required training
- Work cooperatively with Principal and Director of Food Service to create lunch schedules, develop menus that meet established nutritional requirements for students

**Application Process:**

Submit a resume and an application to:

**Devers Independent School District**  
**Attn: Elizabeth Harris, Superintendent/Principal**  
**PO Box 488**  
**Devers, TX 77538-0488**

By mail or personal delivery to the Administration Office

*A submission of application does not guarantee that the applicant will be interviewed.  
Only those chosen for an interview will be contacted.*

*Application deadline:      Until filled*

**Inquiries should be directed to Elizabeth Harris, Superintendent at (936) 549-7135 x116.**

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