

# **JOB POSTING**

## **Central Texas Treatment Center**

### **Granger Texas**

#### **Food Services Manager**

Food Services Manager position available at Central Texas Treatment Center located in Granger, Texas. Central Texas Treatment Center is a court ordered substance abuse residential treatment facility. The Food Services Manager will manage the kitchen cook staff and students of the facility to ensure meals are prepared daily for the 100 students in the facility.

#### **Essential Duties:**

- Training, scheduling and supervision of kitchen staff in preparation and planning of daily meals in accordance with sanitary procedures and nutritional standards.
- Ordering, inventory, and monitoring of food, kitchen and housekeeping supplies
- Develop housekeeping plan to ensure that a cleanliness standard is set and maintained and that house keeping chores are clearly understood by staff members responsible for supervising their completion.
- Develop bi-annual grant budget for food and kitchen supplies
- Trains student kitchen detail and monitor their use of kitchen equipment
- Ensure that cooks and students work effectively together
- Ensures resident compliance with Rules and Regulations
- Reports resident policy or rule infractions to the Administrative Staff
- Submits written documentation of infractions to the Residential Community Supervision Officer for appropriate disciplinary action

#### **Physical Demands:**

- Position involves prolonged standing, sitting, walking, reaching, twisting, turning, kneeling, bending, stooping and some lifting in the performance of daily activities.

#### **Environmental Factors:**

- Contact with persons convicted of felony crimes
- Tobacco-Free Workplace policy prohibits smoking or use of any tobacco on Williamson County premises

#### **Minimum Requirements:**

- High School Diploma
- Food services manager certificate required

- Pass a criminal background check and drug screen
- Computer skills

**Hours:**

- 7 am – 4 pm
- Occasional weekends and coverage for cook staff absences.

**Organization Relationships:**

- Under the direction of the Assistant Director and the Director of the Central Texas Treatment Center

**Salary:** \$36,730.36; \$17.66\hr

**Fair Labor Standers Act (FLSA) Status:**

- Hourly
- Medical and Life Insurance
- TCDRS Retirement

**Supplemental Information:** must pass a background check and pre-employment drug test