

Policy No: 412.01 R6
Adopted: 5-13-2015
Revised:

JOB DESCRIPTION-FOOD SERVICE MANAGER

The Food Service Manager is an "at will" employee assigned, supervised, and evaluated by the superintendent of schools. His/her duties shall include, but not be limited to the following:

1. Responsible for overall operation of food service unit.
2. Supervises, directs, and instructs employees assigned to the kitchen in a continuous on-the-job training program.
3. Responsible for all food preparation and menu planning.
4. Orders food and supplies. Receives and signs for all deliveries. Figures all invoices for accuracy.
5. Prepares the menu according to requirements as set forth by the State and Federal child nutrition program.
6. Supervises serving food to students; supplies food to serving line. Assists with serving.
7. Maintains daily records of participation, food prepared and used, perpetual inventory, temperatures.
8. Completes necessary Federal and State child nutrition program forms.
9. Takes annual equipment inventory and prepares replacement order for approval by Superintendent.
10. Assists in washing pots and pans, cleaning of equipment, cleaning storeroom and sweeping and scrubbing floors.
11. Responsible for sanitation of entire area by directing and working with other employees in a combined effort.
12. Responsible for maintaining equipment in proper repair to operate efficiently. Will inform the maintenance man when any equipment is not functioning properly.
13. Obtains substitutes for kitchen help if needed. Notifies supervisor of employee's absence.
14. Works with superintendent for smooth operation of food service in the best interest of children.
15. Attends managers' meetings.
16. Takes monthly inventory of food and supplies.
17. Assumes responsibility for all food and supply orders.
18. Follows schedule to timely send all reports, payroll, bills, etc., to the office.

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19. Acts as manager for any extra-curricular meal and/or functions scheduled at the school even though the meal and/or functions occur at times other than the regular duty day.
20. Maintaining confidentiality of sensitive information related to staff, students, and parents
21. Maintaining a cooperative working relationship with all personnel, students, and patrons.
22. Performing other duties as assigned by the superintendent of schools.
23. Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing				X
Walking				X
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing		X		
Driving	X			
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks'				X

Operate Dishwasher, mixers, meat cutting equipment, electrical and/or gas equipment and appliances.

24. Minimum educational and preparation requirements.
 - A. High school diploma or equivalent. Have a background in food preparation and preparing a menu.
 - B. Must be neat and clean, congenial, tactful, understanding, alert, flexible, and cooperative.
 - C. Must provide complete medical certificate. A statement from a doctor stating fitness for duty may be required.

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25. Personal skills, qualities, and personality traits required for this position.
 - A. Possess effective oral and written communication skills.
 - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
 - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
 - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
 - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.