

Policies of the Board of Education

Section E Personnel

FOOD SERVICE MANAGER

500.42

REPORTS TO:

Principal

GENERAL SUMMARY OF POSITION:

1. Manages the school food service operation.
2. Implements and coordinates food services to ensure high standards of nutrition and food production.
3. Supervises Food Service Assistants.
4. Details of Wellness Education.

DUTIES AND RESPONSIBILITIES:

1. Plans and evaluates nutritionally sound menus incorporating time saving production techniques and effective merchandising.
2. Direct purchases all food supplies and equipment according to established specifications and procedures.
3. Assumes responsibility for receiving, storing, handling, preparing, and serving food according to established standards.
4. Directs the use of accepted procedures in the preparation of all foods to ensure palatability and nutrient content. Includes a thorough understanding of wellness and nutrition education and a willingness to embrace new initiatives.
5. Assures that sanitation and safety practices in all phases of the school food operation meet established standards.
6. Maintains a required system of accountability for food production, invoices, and accurate meal counts by category
7. Plans schedules and work assignments.
8. Trains, supervises and evaluates food service assistants according to district procedures.
9. Relates to and communicates positively with students and staff
10. Serves meals in an attractive and efficient manner
11. Manages the food service program in accordance with federal, state, and local requirements.
12. All other duties as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required at the time of hire or for the continuation of employment.

Education and Experience

- Associate Degree (A.A.), Technical School Food Service Degree or equivalent; or a minimum of four years related experience and/or training; or equivalent combination of education and experience.
- Minimum of three years of responsible work experience with food service.

Skills and Abilities

- Ability to work effectively, collaboratively and positively with administrators, students, teaching and non-teaching staff, vendors and parents.
- Ability to use a positive and supportive approach when working with a variety of people
- Ability to plan, gather and organize
- Ability to prioritize and implement responsibilities without direction
- Ability to maintain confidentiality of school district information
- Ability to maintain self-control and handle complaints and requests for information in an effective, positive and efficient manner.

Language Skills:

- Ability to read and interpret documents such as district policies and procedures, teaching materials, handbooks and manuals.
- Ability to effectively present information and respond to questions from groups of administrators, Board of Education, staff, students and parents.

Mathematical Skills:

- Ability to perform basic math skills – add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Skills

- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to organize time and resources
- Ability to work independently and sometimes in an environment of deadlines and multiple priorities.
- Ability to think quickly, maintain self-control and adapt to sometimes stressful situations.

Physical and Work Environment

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An employee will regularly be required to stand, walk, sit, talk or hear, use hands and fingers, handle or feel. Also an employee must regularly be able to bend, stoop, twist, and reach with hands and arms. On occasion, an employee must be able to climb or balance.
- An employee may be asked on a regular basis to lift at least 40 lbs.
- Senses of smell and taste are used continuously on the job.
- Vision requirements include close, distant, peripheral and depth perception, and ability to adjust focus.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board on May 22, 2007