

**Job Title:** Food Service Co-Manager  
**Department:** Food Service  
**Reports To:** Nutrition Program Coordinator  
**FLSA Status:** Non Exempt  
**Salary Schedule:** FD lane 02



## **SUMMARY**

The Food Service Co-Manager assists the Food Service Manager with overseeing the preparation of nutritious and safe meals and overseeing the care and proper functioning of lunchroom facilities, equipment, and supplies. The Co-Manager will assist in supervising the daily operation of the cafeteria in compliance with district, local, state, and federal policies and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Plans and estimates the full range and size of servings to meet necessary requirements with regard to ages of those served. (Prepared food items are not transported into the school)

Stores and cares for food in accordance with health, regulatory, and District guidelines.

Prepares foods served, according to planned menu, uniform recipes, and determines quality of product served.

Assists children as necessary.

Operates a full range of various types of commercial kitchen equipment such as mixers, slicers, graters, choppers, steam tables, steamers, ovens, deep fat fryers, etc.

Washes dishes and equipment and assists in work area cleanup.

Sets up food serving lines.

Controls food line activity to assure orderly and efficient meal service.

Accepts money and/or tickets, etc. for food and beverage service as assigned.

Cleans a full range of equipment (including slicers, steamers, and choppers), and all other necessary items for operations of the lunch program.

May be required to transport and distribute food to other locations as needed.

Prepares and serves food daily in the cafeteria

Estimates food and beverage costs and requisitions or purchases supplies.

Confers with the Food Service Manager to plan menus and cafeteria operations.

Inspects food and food preparation to maintain quality standards and sanitation regulations.

Investigates and resolves food quality and service complaints.

Assists Food Service Manager with inventory to ensure efficient operation, and to ensure expenditures stay within budget limitations.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 1 to 2 employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of various nutrition standards, specialized menu development, and procedures associated with meal preparation.

Knowledge of various types of kitchen equipment and their uses.

Knowledge of safety standards, sanitation and health standards, and observe all rules of sanitation. Knowledge of foodborne diseases.

Ability to determine the size of servings to meet the necessary requirements with regard to the ages of those served.

Ability to assist children as necessary.

Ability to establish and maintain effective working relationships with co-workers, school staff, and students.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain a valid Food Handlers Permit/License. Must obtain a valid ServSafe permit/license within 6 months of being hired.

Must certify with the School Nutrition Association with Level 2 or 3 within 2 years of being hired.

Effective July 1, 2015, must complete annual continuing education/training hours required by the Professional Standards for State and Local School Nutrition Programs Personnel Rule as required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move items up to 10 pounds and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**The employee must be able to pass the Pre-Employment Fitness for Duty Assessment.**

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and risk of electrical shock and vibration.

The noise in the work environment is usually moderate.

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Prepared By: <b>Nutrition Program Coordinator</b>	Date: <b>12/03/2001</b>
Approved By: <b>Executive Director, Human Resources</b>	Date: <b>12/02/2001</b>
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b> Date: <b>11/8/2005</b>

<input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>07/05/2012</b>
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<input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>	Date: <b>04/20/2020</b>

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	