

Job Title: Food Service Manager, Secondary Schools
Department: Food Service
Reports To: Nutrition Program Coordinator
FLSA Status: Non Exempt
Salary Schedule: FD lane 04



SUMMARY

The Food Service Manager assigned to secondary schools is responsible for the preparation of nutritious and safe meals, oversees the care and proper functioning of lunchroom facilities, equipment, and supplies. The manager will supervise the daily operation of the cafeteria in compliance with district, local, state, and federal policies and regulations. The manager will be responsible for the supervision of assigned food service staff.

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.*

Works with District Nutrition Specialist to plan menus.

Maintains records, reports, and other material essential to program.

Receives deliveries and is responsible for signing invoice.

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

Prepares food according to planned menu, uniform recipes, and determines quality of product served, according to meal production record.

Maintains a monthly inventory of food and non-food supplies. Reviews financial transactions and monitors budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.

Works with individual vendors for ordering products for use in vending. Estimates food and beverage costs and requisitions or purchases supplies.

Prepares food orders and sends to Food Service/Child Nutrition Office once a week.

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

Assists children as necessary.

Assists in training staff in the operation of the lunch program.

Interviews, hires, and trains food service employees.

Plans, assigns, and directs work of food service employees.

Appraises performance, rewards and disciplines food service employees, addresses complaints, and resolves problems.

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

Prepares and serves food daily in the cafeteria. Oversees the setup of all food serving lines.

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

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

Is responsible for maintaining quality standards in the use and care of equipment, and all other necessary items in the operation of the child nutrition program.

Transports and distributes food to other locations as needed.

Investigates and resolves food quality and service complaints.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over 2 or more food service employees. May also supervise Food Service Co-Managers.

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 (A.A) 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.

Have one or more years of experience in institutional, restaurant, or school kitchen environment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid Food Handler's 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 a valid Utah Driver's License.

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.

Prepared By: Nutrition Program Coordinator			Date: 01/25/2005
Approved By: Executive Director, Human Resources			Date: 01/25/2005
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 08/01/2005
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 07/05/2012
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 11/13/2013
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 07/01/2015
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 04/16/2018

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:	