

MILLARD SCHOOL DISTRICT
Classified Employee Job Description
April 2020

Job Title: FOOD SERVICE MANAGER

Department: Food Service

Lane: 4

Number Employed: 7

Location(s) of Job: Schools

GENERAL FUNCTION

Under the supervision of the **Child Nutrition Program Supervisor and Principal**, the **Food Service Manager** manages and assists with the preparation, serving and clean-up of meals. Includes planning menus, ordering supplies, training and supervising staff members, maintaining sanitation and safety standards, and completing required State and Federal records.

ORGANIZATION STRUCTURE

Job Title: Food Service Manager

Jobs Reporting to this Title: Food Service Workers

Supervisor's Title: Child Nutrition Program Supervisor and Principal

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans menus and daily work sheets. Prepares standardized recipes and nutrient analysis of weekly menus. Makes adjustments as needed to meet USDA requirements for all key nutrients.
2. Prepares orders for required types and amounts of food. Orders food from the District and also from vendors (bread, produce, milk, etc.).
3. Maintains records of orders and inventory. Maintains records of food used each day.
4. Prepares foods and supervises food preparation of breakfast and lunch. Ensures that high food quality standards are maintained. Prepares work schedules, outlines daily job duties, and directs work of food service employees.

5. Ensures foodservice department compliance with all applicable district directives and policies. Maintains compliance with local, state and federal regulations concerning School Food Service and use of USDA Commodity foods.
6. Prepares or supervises preparation of food for students with specific dietary needs (e.g., diabetics, gluten free).
7. Arranges for supervision of kitchen when facility is rented to school or other community groups.
8. May provide catering service for special school events (e.g., plans menus, orders food, and helps prepare). Coordinates arrangements with principals, coaches, teachers and other school or community groups.
9. Supervises and assists with cleaning kitchen, equipment, cafeteria, storage, and restrooms. Ensures that proper cleaning and sanitation standards are maintained.
10. Assists with interviews for prospective food service employees with Principal and Program Supervisor and assists in making hiring recommendations.
11. Works with the Principal to complete performance appraisals for foodservice employees and makes recommendations based upon job performance.
12. Trains new employees, student workers, and current substitute workers. Also provides ongoing training for cooks in food preparation, equipment usage, etc.
13. Provides general supervision of food service employees, monitoring performance, resolving problems, etc.
14. Supervises records of employee hours worked (reviews and approves time sheets before submitting to district office).
15. Approves and arranges for substitute employees as needed.
16. Assists federal and state inspectors in reviewing records, inventory and service.
17. Coordinates with principal, faculty, custodians, parents, etc., resolving problems and maintaining positive relationships (may attend weekly school administrative staff planning meeting).
18. Decorates windows and arranges special promotions and events for cafeteria.
19. Requests repair and/or replacement of equipment and follows up to ensure that work is completed. Coordinates repairs or service with maintenance staff.
20. Opens and secures kitchen facilities. Ensures that equipment is clean and kitchen is locked at the end of each day.

22. Available and on call for emergencies.
23. Provides assistance to food service personnel or student assistants in the event of an accident (i.e., provides emergency first aid, arranges medical care, prepares accident report).

MARGINAL FUNCTIONS

1. None

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbent are required to perform other related functions as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements – Not limited to the following:

1. Physical ability to perform the essential functions listed above with or without reasonable accommodation.
2. Physical, mental and emotional requirements will be developed when needed for purposes of reasonable accommodation.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with requirements of the job.

Educational Requirements:

Ability to read, write and perform basic mathematical calculations.

Knowledge & Ability:

1. Ability to operate and learn new programs on computers.
2. Must be able to read and understand instructions and recipes.
3. Must be capable of calculating percentages and portions, as required for recipe utilization and adaptation.
4. Knowledge of health, nutrition and sanitation.
5. Complete knowledge of all equipment used in the kitchen.
6. Management and time management skills. Must have strong interpersonal skills for managing staff and for interacting with principals, vendors, students, etc.
7. Knowledge of food preparation and sanitation.

Job-Related Experience:

One year experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

Licenses/Certification:

1. Food Handlers Permit
2. Serv-Safe Certification or willing to obtain

Machines, Tools & Equipment Used:

- Computer
- Oven
- Calculator
- Steamers
- Industrial mixers with attachments
- Tilting Skillets
- Small hand tools
- Dough Divider
- Washer and dryer
- Telephone
- Measuring devices (scale, measuring cups, etc.)
- Disposal
- Industrial dishwasher
- Meat Slicer
- Steam Jacketed Kettle
- Electrical panel and breakers
- Cleaning equipment (e.g., buckets, mops, squeegees)