

TITLE: FOOD SERVICE MANAGER

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GENERAL FUNCTION: Manages the operation of a Central Food Service Kitchen.**REPORTS TO:** Food Service Director

MAJOR FUNCTIONS AND RESPONSIBILITIES:

In consultation with the Food Service Director, assigns, schedules, and directs the work of assigned staff; advises, assists and trains staff as necessary; participates in the selection of new employees and makes recommendations regarding the hiring, evaluation, discipline, transfer and termination of assigned staff.

Provides lead direction to Assistant Food Service Manager, Head Baker, Food Service Hourly Employees, and other staff assigned to the Central Kitchen or assigned Satellite Kitchen(s).

Participate as a member of menu development team for District and assigned sites. Ensures menus meet established Federal nutrition guidelines, provide variety, and are appealing to students.

Monitors food service operations at assigned sites to ensure compliance with all department and District policies, and with local, state and federal health and school meal program regulations.

Prepares and processes time sheets for assigned central kitchen and satellite employees. Approves overtime for assigned staff.

Determines quantity of food items to be prepared based on school counts. Ensures prepared food items are ready to meet distribution schedules.

Maintains accurate records of food temperatures and food prepared and used at central kitchen and satellite facilities.

Determines quantity of food items to be ordered. Ensures food orders are completed and submitted. Contacts vendors to order food items. Acknowledges receipt of food items from warehouse and vendors.

Ensures federally reimbursable breakfast and lunch program reports are completed and receipts balance with items sold. May prepare composite total cash receipt report and bank deposit. Investigates overages and shortages.

Prepares food and supply inventory and other reports as requested.

Prepares warehouse order for USDA commodities and supplies.

Ensures kitchen equipment is in good working order; refers requests for repairs to Food Service Office Coordinator.

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MAJOR FUNCTIONS AND RESPONSIBILITIES: (Continued)

Monitors budget to ensure food costs, labor and supplies are in alignment with projected budget.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of food preparation and serving procedures, techniques and materials.

Knowledge of inventory control techniques and an ability to maintain inventory records.

Knowledge of budget principles and practices and an ability to monitor and maintain budget records.

Knowledge of supervisory principles and practices.

Knowledge of record keeping methods and an ability to maintain accurate and precise records.

Knowledge of federal, state and local regulations and reporting requirements applicable to area of assignment.

Ability to communicate in person, over the telephone, and in writing.

Ability to calculate recipe conversions for exact quantity and quality food production.

Ability to develop and implement staff schedules.

Ability to remain flexible while handling daily workload.

Ability to direct, motivate, and train assigned staff.

Ability to respond appropriately to issues or concerns voiced by parents, students, other staff or administrators regarding food service.

Ability to favorably represent the Food Service department and District to students, staff, and the general public.

Ability to establish and maintain effective working relationships with other District staff, students, parents and administrators.

Ability to bend, stand and stretch for prolonged periods.

Ability to lift 40 pounds unassisted.

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WORKING CONDITIONS

Work is performed in school kitchens requiring an ability to safely lift boxes and equipment up to 40 pounds; stand, bend and stretch for prolonged periods; work in an environment with varying temperatures; use a variety of equipment and machines utilized in food preparation.

LICENSES

Possession of or ability to obtain a valid health card.

Possession of Level 1 certification through ASFSA (American School Food Service Association).

CLASSIFICATION HISTORY:

NEW: January 1999

REVISED: December 2002

REVISED: July 2007

REVISED: October 2013

FSManager