

Food Service Manager

Purpose Statement

The job of Food Service Manager is done for the purpose/s of directing the cooking and preparation of food items; ordering and verifying quantities and specifications of orders; maintaining facilities in a sanitary condition; balancing and reporting daily receipts; and assisting assigned food service personnel in food preparation.

Essential Functions

- Cooks main dish entrees as identified in pre-planned menus for the purpose of meeting mandated nutritional requirements and/or projected meal requirements.
- Directs other food service personnel for the purpose of guiding them in performing their functions in a safe and efficient manner.
- Estimates food preparation amounts and adjusts recipes, if required for the purpose of meeting projected meal requirements and minimizing waste.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments and supplies monthly for the purpose of ensuring availability of items.
- Monitors cafeteria workers and kitchen areas for the purpose of ensuring a safe and sanitary working environment.
- Orders food and food supplies for the purpose of ensuring the availability of required items.
- Performs personnel functions (e.g. performance evaluations, time tracking approvals, etc.) for the purpose of ensuring department objectives are achieved.
- Prepares a variety of reports (e.g. temperature logs, catering log, meals served, supply inventory, cash receipts, etc.) for the purpose of documenting the sales and activities within the site cafeteria.
- Promotes food service operations and special events (e.g. National Lunch Week, school breakfast program, etc.) for the purpose of expanding services and developing nutrition habits in students.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Tests prepared food for flavor, appearance and temperature for the purpose of ensuring acceptance of items by students, staff, etc.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing

job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety and sanitation practices; preparing and maintaining accurate records; operating a computer including using pertinent software applications; interpreting report data; and utilizing equipment designed for quantity cooking.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: quantity cooking; health standards and hazards; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working as part of a team; working with children; establishing and maintaining effective working relationships; being attentive to detail; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 15% walking, and 80% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing:

Continuing Educ. / Training:

Certificates and Licenses

Food Handler's Certificate, Serv Safe Certification

Clearances

IVP Fingerprint Clearance Card Required
Measles/Rubella Immunity/Vaccination,
Valid form I-9

FLSA Status

Non-Exempt

Approval Date

Salary Grade

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