



**P A C T**  
Charter School

An Equal Opportunity Employer

**Job Title:** Food Service Manager

**Department:** Food Services

**Reports to:** COO, Executive Director of HR & Operations

**Management Role:**

- Manager (employee will report to the Executive Director of HR & Operation any issues pertaining to food service program staff and/or volunteers and work together to resolve.)
  - o Manages following jobs: Food Service Program Staff

**FSLA Status:** • Non-Exempt

**Salary Range:** \$16 - \$20/hr.

**Prepared by/Date:** Human Resources, 2/20/25.

**Summary:** Supervises and coordinates breakfast and lunch meal services to students and employees of PACT Charter School according to federal guidelines. Works with the Executive Director of HR & Operations to accurately collect student meal servings in Infinite Campus.

**Essential Duties and Responsibilities:**

To be successful in this job, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works with the Executive Director of HR & Operations and school office personnel to coordinate, collect and maintain student meal and milk information.
- Ensures requirements for reimbursable meals and milk are met. Ensures compliance with the current PACT Charter School Policies regarding student and staff meals. Works with the Executive Director of HR & Operations to accurately record meal servings in Infinite Campus.
- Works with the Volunteer Coordinator in training and coordinating volunteer food servers (including supervising).
- Oversees student checkout at the Point of Service (POS).
- Works with the Executive Director of HR & Operations to examine equipment at the site to ensure compliance with State and OSHA requirements.
- Maintains a current, up-to-date food safety & sanitation certificate and post conspicuously in the kitchen area.
- Works with families as needed to facilitate monthly meal orders.
- Reports to the immediate supervisor within 24 hours problems or accidents occurring in the cafeteria or kitchen.
- Prepares and serves breakfast.
- Ensures and/or maintains the safety and cleanliness of all food preparation, service, and work areas, tools, and facilities.
- Schedules and coordinates maintenance, repairs, and improvements to food service equipment.
- Performs other related duties as required.



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### Supervisory

- Supervises the volunteers and provides direction & guidance in their assigned areas. Carries out supervisory responsibilities in accordance with the organization's policies & applicable laws.
- Provides direct reports and volunteers with regular feedback and coaching.
- Promotes positive employee, vendor and community relations throughout PACT Charter School.

### Other Duties and Responsibilities

- Keep supervisor informed of known actions, written or verbal, which may affect the ability to successfully perform assignments or adversely affect Company operations.
- Provide other support whether apparent, required or needed.
- Complete additional projects as developed and assigned by your supervisor or management.
- Regular and reliable attendance

### Management Essential Duties and Responsibilities

- Trains, schedules, and supervises lower-level food services staff.
- Communicates to the Executive Director of HR & Operations as to the need for replacement staff.

### Core Competencies

#### **Professional**

- **Interpersonal:** Treat people with respect. Work with ethical integrity. Uphold organizational values. Maintain confidentiality. Demonstrate polite behavior in conversations while keeping emotions under control and remaining open to others' ideas or suggestions. Develop and maintain constructive and cooperative working relationships with others. Contribute to building positive team spirit and put the success of the program above your own interests. Recognize accomplishments of other team members. Build commitment and overcome resistance. Volunteer readily. Seek increased responsibilities. Look for and take advantage of opportunities. Ask for and offer help when needed.
- **Work:** Demonstrate knowledge of market and competition. Use intuition and experience to complement data. Conform to existing strategies. Strive to continuously build knowledge and skills. Display original thinking and creativity. Include appropriate people in the decision-making process. Demonstrate attention to detail. Adapt to changes, delays, or unexpected events in the work environment. Demonstrate accuracy and thoroughness. Meet productivity standards. Support cost saving measures. Set and achieve challenging goals.
- **Time Management:** Prioritize and plan work activities. Use time efficiently. Arrive punctually each workday. Complete assigned tasks within the required time frame.
- **Communication:** Speak clearly and persuasively in positive or negative situations; listen and get clarification. Present and interpret numerical data and written information effectively.
- **Leadership:** Exhibits confidence in self and others. Inspires respect, trust and motivates others to perform well and fulfill vision. Effectively influence actions and opinions of others. Accepts feedback from others. Provides vision and inspiration to peers and subordinates. Gives appropriate recognition to others. Displays passion and optimism.

#### **Management**

- **Managing People:** Takes responsibility for subordinates' activities. Be available to staff. Include staff in planning,



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decision-making, facilitating and process improvement. Provides regular performance feedback. Develops subordinates' skills and encourages growth. Solicits and applies customer feedback (internal and external). Fosters quality focus in others. Improve processes, products, and services. Constantly improve supervisory skills.

### **Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Formal Education and Experience Requirement: ( At least one of these qualifications)**

- Bachelor's degree, or equivalent educational experience, with an academic major in a specific area(1)\*
- Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and either a School Nutrition Association (SNA) Level 3 Certification or at least one year of relevant food service experience(2)\*
- Associate's degree or equivalent educational experience, with an academic major in a specific area(1)\* and one year of relevant food service experience(2)\*
- High school diploma (or GED) and a minimum of three years of relevant food service experience(2)\*

\*1 - Specific academic majors include Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Science, Nutrition Education, Culinary Arts and Business.

\*2 - Relevant food service experience may include managing food service operations at a healthcare facility, restaurant, civic/community organization, or other type of establishment; this may include documented volunteer or unpaid relevant food service experience.

### **Knowledge:**

- Demonstrated experience in managing a food service program preferred.
- Working knowledge of food service and nutritional guidelines and best practices.

### **Certificates, Licenses, Registrations:**

- Certification as a Registered Dietitian Nutritionist (RDN), Nutrition and Dietetics Technician, Registered (NDTR), or similar credentials highly preferred.
- Must hold a State of Minnesota Food Manager Certificate

### **Technical Skills: (Measurable learning (e.g., Perform at an intermediate level of Excel and Word, Typing at 50 wpm, etc.)**

- Proficiency with Microsoft Office Suite or similar software as needed to draft reports, inventory, and budgets.



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Working Conditions:

**Lifting Requirements:**

- **Light Work** Exerting up to 20 lbs. of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.

**Physical Requirements:**

- Stand or sit (stationary position) 50% of day
- Walk (move, traverse) 50% of day
- Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position) 100% of day
- Climb (stairs/ladders) or balance (ascend/descend, work atop, traverse) 10% of day
- Stoop, kneel, crouch, or crawl (position self to, move) 5% of day
- Pushing or pulling 15% of day
- Reaching 15% of day
- Repetitive Motion 15% of day

**Disclaimer:** *This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time: it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*