

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Food Service Manager</b>
<b>Department:</b>	<b>Cafeteria Services</b>
<b>Reports to:</b>	<b>Chief Operating Officer</b>
<b>Supervises:</b>	<b>School Nutrition Professionals</b>

### Description of job:

#### Summary of Responsibilities:

Responsible for the district's food service program including food safety, menu planning and implementation, purchasing, budgetary controls, staff recruitment and supervision, and profit accountability.

#### Essential Functions:

1. Develops specifications, prepares bids and obtains quotes for the purchase of all food and supplies for the operation of the food service program.
2. Orders all food and cafeteria supplies in accordance with bid specifications and governmental nutritional guidelines.
3. Orders, purchases and distributes governmental commodities in accordance with federal and state guidelines.
4. Directly supervises the entire food service staff in all district school locations.
5. Plans, publishes and implements school menus in accordance with federal nutritional guidelines, monthly receipt of commodities, seasonal produce and vendor pricing.
6. Develops budget, prepares monthly financial reports and maintains financial records for federal, state and school department audits. Oversees the monthly physical inventory and reconciliation.
7. Prepares projected year end revenue and expense reports for school committee on a monthly basis.
8. Recruits and recommends candidates for food service positions.
9. Develops and implements marketing and financial strategies to generate sales and reduce operating costs.
10. Research and apply for any grant opportunities available to the school department.
11. Prepares monthly requests for federal and state lunch and milk reimbursements.
12. Prepares the annual Federal Net Cash Resources Review.
13. Ensures kitchen and worker sanitation is in compliance with RI Health Department regulations.
14. Develops specifications, prepares bids and obtains quotes for the purchase of all capital equipment items.

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15. To do work as required and assigned by the Chief Operating Officer.

<b>Protective Personal Equipment:</b>		n/a			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: x</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
<b>Driving Requirements:</b>	None:	Manual: own vehicle	Automatic: own vehicle		

Work Environment	
<b>Floor Surface:</b>	Poured rubber surface, tile and/or carpet
<b>Inside:</b>	100%
<b>Lighting:</b>	Incandescent or Fluorescent
<b>Vibration:</b>	n/a

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending		X			
Twisting		X			

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Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal		X			
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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.

### Education and/or Experience:

**Bachelor degree in science. Four to six years management experience in food service operations preferred.**

### License/Certificate/Certification:

**Food Safety Certified Manager per RIDOH.**

### Technological and/or Technical Skills:

**Proficiency in Microsoft Office and Excel**

### Communication Skills:

**Strong oral and written communications skills. Demonstrable presentation and platform skills.**

### Planning Skills:

**Ability to effectively plan and prioritize to support cafeteria services program.**

**Strong organizational skills, time-management skills, and follow-through with tasks.**

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Capable of being flexible, innovative, and creative.

### Interpersonal and Problem solving skills:

Demonstrable ability to effectively handle complex departmental issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from school committee members, administrators, staff, public agencies, parents and the community (multi-tasking).

### Terms of Employment:

Per contract

### Evaluation:

Job Performance is evaluated in accordance to district policy and by the Chief Operating Officer.

Date: 1/2016