

## **Food Service Manager**

**Job Title:** Food Service Manager  
**Department:** Food Service  
**Reports to:** Food Service Director  
**Classification:** Non-exempt  
**Category:** Support Staff

### **Summary**

Head cooks and managers are responsible for coordinating the preparation and delivery of meals through the district's food service program.

### **Essential Duties and Responsibilities**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Supervise and direct cooks and cafeteria workers as needed to ensure efficient daily operation of the food service program.
- Plan and implement work schedules
- Work with the director to plan menus
- Monitor safety and sanitation practices
- Prepare and serve meals and snacks to students
- Clean and sanitize cooking and serving areas
- Occasionally prepare and serve meals outside of the regular school day for special events
- Set up and break down serving lines
- Count money, makes change
- Operate basic kitchen equipment including slicers, fryers, openers and dishwashers
- Operate a cash register
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### **Supervisory Duties**

Supervises and directs cooks and cafeteria workers

### **Qualifications**

#### **Education/Experience**

High school diploma or equivalent  
Experience in large scale food preparation

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:  
Provide clear and complete instruction  
Read and comprehend simple instructions, short correspondence and memos in English  
Write simple correspondence  
Communicate one on one and in small groups  
Maintain appropriate relationships with students and coworkers

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### **Computation**

Ability to add, subtract multiply and divide and perform those operations using units of American money and weight, volume and distance measurements.

### **Reasoning**

An individual who holds this position must have the ability to:  
Comprehend and follow detailed but basic written or oral instructions  
Solve simple problems with few variables in stable conditions

### **Technology**

Ability to operate a cash register

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- An individual who holds this position must have the ability to:
- Frequently walk short distances
- Continuously stand
- Frequently bend or twist at the neck and torso
- Continuously grip
- Occasionally reach, stoop, kneel and crouch
- Frequently lift ten pounds and occasionally lift up to fifty pounds
- Frequently use close and peripheral vision

### **Attendance**

Consistent and regular attendance is an essential function of this position.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.