

**JOB TITLE:**            ***FOOD SERVICES MANAGER (Management)***

**DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under supervision of the Superintendent and Business Manager, the Food Services Manager is responsible for the operation of the District Food Services Program. Supervision and assistance of the preparation of food and the maintenance of the site cafeterias and other work as required. All members of our staff are part of our learning community and, as such, share responsibility for the education and well being of our students.

**SUPERVISOR:**            Superintendent and Business Manager

**TYPICAL DUTIES:**

1.        Maintains all records for the District breakfast and lunch programs, daily cash flow records, bank deposits, and processes free- and reduced-meal applications.
2.        Instructs and trains new and existing personnel.
3.        Develops personnel schedules.
4.        Assigns duties to other cafeteria employees, both regular and student help.
5.        Supervises and evaluates cafeteria assistants.
6.        Develops menus that meet State/Federal nutrition standards.
7.        Estimates food quantities, needs, and requisitions items.
8.        Keeps necessary inventory, cost and sales records.
9.        Prepares and submits reports.
10.      Manages provision of food services to all school sites.
11.      Organizes and implements transportation of prepared food to all District sites.
12.      Performs other related duties, as required or assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Proper methods of preparing and cooking foods in large quantities.
- Food quantities required by weekly or monthly menus.
- Kitchen care and sanitation practices.
- General knowledge of basic nutrition.
- State School Lunch Program requirements.
- Supervision of employees.

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**Ability to:**

- Practice health and sanitation procedures.
- Supervise, instruct, and evaluate employees.
- Operate school cafeteria machines.
- Keep records of inventory.
- Follow directions and work under pressure.
- Take initiative in developing new procedures.
- Establish and maintain work relationships with those contacted in the performance of required duties.
- Maintain positive relationships with staff, students, and community.

**EXPERIENCE:**

- Three years paid experience in supervising, preparing, and serving a wide variety of foods, preferably in a school cafeteria setting.
- Experience in school nutrition.
- Experience with the supervision of employees.

**EDUCATION:**

High School diploma (or equivalent) and completion of two State Workshop courses, or experience as a cook/manager in lieu of the State Workshop courses.

**MEDICAL CATEGORY II**

Moderate Physical Effort

1. Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
2. Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.