

TITLE: FOOD SERVICE MANAGER

QUALIFICATIONS:

1. Three years school food service or related work
2. Have at least a high school equivalency diploma
3. Proof of a current tuberculosis test
4. Be in general good health
5. Be able to perform all aspects of the daily operating procedures as outlined in the job performance responsibilities section.

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Supervise and instruct kitchen personnel in the safe, proper and effective use and maintenance of all kitchen equipment.
2. Maintain the highest standards of safety and cleanliness in the kitchen and dining room. Cooperate with health officials in supporting all Local and State Public Health Laws and Codes.
3. Determine quantities of food needed. Follow planned menus which are in compliance with USDA Meal Pattern Guidelines.
4. Supervise and assist in the production, service, storage and care of food.
5. Use tested uniform recipes and maintain a finished food product of highest possible flavor, appearance and quality.
6. Check food and supply deliveries against order and invoices for quality, quantity, and accuracy of weight and price.
7. Maintain adequate and accurate records and controls required by the United States Department of Agriculture and the State Department of Education Child Nutrition Program to include personnel, financial, operational and inventory. Maintain accurate reports and records of food, freezer and cooler temperature readings according to Hazard Analysis and Critical Control Point records (HACCP).
8. Outline specific duties and work schedules, and promote team work and good rapport with all employees.
9. Exhibit personal grooming and attire appropriate to food service, including a uniform, sturdy shoes with non-skid soles and a hair net.
10. Demonstrate a sense of pride and competency in work.
11. Develop a climate in the cafeteria that inspires and encourages participation of students and faculty.
12. Interpret to the administration, the staff, and the public, as appropriate, federal and state standards and guidelines regarding school food service and the Child Nutrition Program.
13. Encourage student and parent suggestions and involvement.
14. Demonstrate consistent integrity and dependability. Perform duties in a manner that promotes good public relations including refraining from gossip and the disclosure of confidential information concerning the Child Nutrition Program.

15. Participate in in-service training, managers' meetings, and summer CNP state workshop and promote training appropriate for the school lunch staff.
16. Assist the Assistant Manager in developing CNP managerial skills
17. Supervise daily meal counts, cash collections, and make daily bank deposits. Daily deposits should be made except in schools a distance of five miles or more from the bank. In this situation, deposits must be made at least twice a week.
18. Supervise the checking of meals served for proper meal components and serving sizes.
19. Oversee the locking of the storerooms and secure the cafeteria before leaving.
20. Assist the principal in making recommendations to the Board of Education concerning hiring and termination food service employees.
21. Work with the principal in the evaluation of the assistant manager and assistants.
22. Be responsible for designating at least one food service employee to oversee each banquet or any function requiring that the kitchen be open.
23. Report immediately to the Principal any problem or accident occurring in the kitchen or cafeteria.
24. Confer with the Principal and CNP Director regarding personnel problems, delivery and/or equipment problems and inferior quality food.
25. Perform other job-related duties that may be reasonably required by the Principal or CNP Director.
26. Be regular and punctual in attendance.
27. Report any problems through the proper channels of authority.

TERMS OF EMPLOYMENT: Current number of days on the school calendar plus five additional days.

Revised May, 2006