

FOOD SERVICE MANAGER
(Classified Management Position)

DEFINITION:

Under the general direction of and responsible to the Administrator for the supervision and operation of the kitchen: accountable for and participation in the production and serving of approximately 150-700 meals per day during normal school operation. Performs other duties as assigned.

EXAMPLE OF DUTIES:

1. Implements State and Federal nutrition regulations and other laws, including those of the California Department of Education.
2. Assures compliance with safety rules and supervises corrections of safety violations.
3. Plans all menus, calculates portions and quantities and orders food and supplies.
4. Supervises food service operations including storage of food and supplies, portion/cost control, and use of food products and equipment.
5. Maintains and controls inventory of food, supplies and equipment.
6. Maintains records required for financial accounting, lunch records, milk reports and other reports as required.
7. Establishes work schedules, assigns tasks, duties and work stations of food service personnel. Adjusts work hours as necessary and approves overtime. Maintains employee time records, absence records and vacation schedule.
8. Evaluates food service personnel.
9. Trains, directs and supervises food service personnel.
10. Counsels employees, recommends disciplinary action and issues written reprimands where necessary.
11. Assists in the selection of and the promotion of food service personnel and serves on interview panels.
12. Assures compliance with site and department office personnel procedures.
13. Assists in planning and carrying out special events as scheduled.

QUALIFICATIONS:

1. Prefers knowledge of Type A requirements.
2. Knowledge of proper methods of preparation/cooking/serving foods and procedures for the management of an institutional kitchen and staff.
3. Knowledge of supply ordering procedures.
4. Knowledge of kitchen care and sanitation practices.
5. Knowledge of personnel practices.
6. Knowledge of maintaining records, inventories and recipes.

SKILLS TO:

1. Communicate oral instructions clearly.
2. Follow oral and written directions.
3. Work independently.
4. Prepare balanced menus.
5. Maintain records.

OTHER CHARACTERISTICS:

1. Willingness to work overtime.
2. Should possess personal qualities generally recognized as essential for good public school employees, including integrity, initiative, dependability, courtesy and good judgment.
3. Maintain cooperative, effective relationships with those contacted in the normal workplace.

PHYSICAL REQUIREMENTS:

1. Lift and carry food packages, supplies and equipment weighing up to 40 pounds.
2. Able to stand for a majority of shift.
3. Able to react to and perform repetitive work.

EDUCATION:

1. High school diploma or equivalent.
2. Specialized training in institutional food service operations desirable.

EXPERIENCE:

At least three years experience in the last six years in quality preparation of food and care of kitchen equipment.

LICENSES:

1. Valid California driver's license.