



Job Description – District Food Service Manager

Department: Food Service

Job Status: Full time

FLSA Status: Exempt

Reports To: Finance Director

Amount of Travel Required: Occasional travel

Pay Grade:

Positions Supervised: Assigned personnel

1 Work Days: 225

POSITION SUMMARY:

The District Food Service Manager manages the overall day-to-day operations of the Food and Child Nutrition Department, ensuring implementation of program objectives, department standards in compliance with the federal, state and district's health and safety regulations.

ESSENTIAL FUNCTIONS:

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Identify and establish department objectives, procure necessary resources to meet objectives, prepare and control department plans of action, and coordinate activities to meet objectives.
2. Standardize personnel policies and levels of cleanliness, health and safety.
3. Administer personnel policies and evaluate Food & Child Nutrition employees in accordance with district policy.
4. Prepare specification and bid conditions for all items requiring such bids by law or district policy.

5. Make application for government surplus food for school cafeteria use, and direct its distribution and transfer.
6. Standardize cafeteria accounting procedures in cooperation with the district accounting office.
7. Make all applications for federal subsidies.
8. Arrange for audits of cafeteria accounts with district accounting office.
9. Review and evaluate all requests and recommendations for purchase of new and replacement equipment.
10. Plan and supervise meal preparation and services at all schools.
11. Inspect school lunch facilities and operations to insure that standards of diet, cleanliness, health and safety are maintained.
12. Assist principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional unit of work pertaining to nutrition.
13. Prepare breakfast and lunch menu items according to governmental standard.
14. Identify, locate and ensure timely payment of all food vendors in compliance with district policies and procedures.
15. Monitor actual to plan results on a monthly and quarterly basis; build reports for other support functions, track performance, and track variances.
16. Work with personnel to ensure reliability of automated reporting tools/measures and address systems interface problems.
17. Monitor commodity and perpetual inventory
18. Responsible for implementing a comprehensive training program for staff.
19. Attend all required staff meetings and training
20. Develop and help administer the departmental budget.
21. Perform all other tasks and duties as assigned.

POSITION QUALIFICATIONS:

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Decision Making - Ability to make critical decisions while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethical - Ability to demonstrate conducts conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Judgment - The ability to formulate a sound decision using the available information.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.

SKILLS & ABILITIES:

Education: High School Diploma as minimum, Bachelor's Degree preferred

Experience: 3-5 years' experience in charge of menu planning, food purchasing and budgeting

- Team leadership experience

Other requirements:

Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment.

PHYSICAL DEMANDS:

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT: Exposure to extreme hot and cold temperatures

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.