

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

FOOD SERVICE MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Associate's degree preferred.
- (3) Three (3) years experience in school food service.
- (4) Experience in quantity cooking, baking and cashiering.
- (5) Valid Florida driver's license with good driving record.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of, and ability to, plan, prepare and serve daily meals. Knowledge of food service equipment function. Knowledge of nutrition, health, sanitation and safety regulations. Considerable knowledge of food values, nutrition. Ability to accurately requisition food and non-food supplies and maintain inventory levels necessary for the production of meals and all a la cartes. Basic understanding of generally accepted accounting principles. Ability to use a computer, Copier, Fax Machine and calculator. Ability to develop, supervise, and monitor a staff in such a manner as to ensure successful accomplishment of program objectives. Ability to conduct simple nutrition education projects for students.

REPORTS TO:

Principal

JOB GOAL

To coordinate and administer the food service program at the school level in an efficient and effective manner to meet minimum program requirements in accordance with local, state and federal requirements.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Successfully meet local, state and federal School Food Service Program standards.
- *(2) Cooperate with the school principal, faculty and staff in planning and execution of the school food service program.
- *(3) Supervise staff during food production and service to ensure that meals are nutritionally adequate, attractive and of high quality.
- *(4) Maintain accurate records for proper control of cash, food, supplies and equipment.
- *(5) Train employees in proper methods of handling, preparation and serving food.
- *(6) Maintain accurate records, including personnel records, required documentation of orders, inventory, production records, food usage and spoilage.
- *(7) Submit required reports as scheduled.

MANAGER, FOOD SERVICE (Continued)

- * (8) Assume responsibility for assuring that all equipment in the cafeteria is in proper working order.
- * (9) Supervise the storage, rotation, usage and care of foods and supplies.
- * (10) Supervise the development and execution of schedules for cleaning of kitchen, serving and storage areas.
- * (11) Plan work schedules and arrange for substitutes when needed.
- * (12) Attend annual manager training programs and scheduled manager meetings to ensure performance meets district standards.
- * (13) Supervise all food and nonfood orders from the district and outside vendors.
- * (14) Select food and beverage items, order, receive and plan usage of menu items, collect receipts and properly and accurately record sale of meals and a la carte items.
- * (15) Provide recommendations regarding purchase of equipment.
- * (16) Collect and deposit receipts in bank each day.
- * (17) Assist faculty with nutrition education projects for students.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Drive department van as needed.

Inter/Intra-Agency Communication and Delivery

- * (20) Exercise a service orientation when working with others.
- * (21) Respond to inquiries and concerns in a timely manner.
- * (22) Keep department supervisor informed of potential problems or unusual events.
- * (23) Provide required catering services for special functions as needed.
- * (24) Coordinate assistance to the Red Cross if the school is utilized as a shelter in the event of severe weather.
- * (25) Serve on school/district committees as required or appropriate.
- * (26) Use effective, positive interpersonal communication skills.
- * (27) Work closely with district and school staff to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (28) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (29) Facilitate or assist in facilitating the development, implementation and evaluation of staff development activities in assigned areas.
- * (30) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.
- * (31) Participate in cross-training activities as required.

Systemic Functions

- * (32) Supervise assigned personnel, provide input regarding annual performance appraisals.
- * (33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (34) Follow federal and state laws, as well as School Board policies, rules and regulations.
- * (35) Represent the district in a positive and professional manner.
- * (36) Demonstrate support for the school district and its goals and priorities.
- * (37) Ensure adherence to good safety standards.
- * (38) Assist in interpreting Federal and State statutes, Department of Agriculture rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

MANAGER, FOOD SERVICE (Continued)

Leadership and Strategic Orientation

- *(39) Assist in implementing the district's goals and strategic commitment.
 - *(40) Exercise proactive leadership in promoting the vision and mission of the department and of the district.
 - *(41) Set high standards and expectations and promote professional growth for self and others.
 - *(42) Follow attendance, punctuality and other qualities of an appropriate work ethic.
 - *(43) Maintain confidentiality regarding school/workplace matters.
 - *(44) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery and evaluation of services provided.
 - *(45) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
 - *(46) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: May 8, 2012