AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**MANAGER FOOD SERVICE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**FS 4**	DUTY DAYS:	**197**	DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS

The incumbent must have been a Food Service Manager in Training for 4.5 months and have successfully completed the Manager In Training Program and Manager In Training Checklist. The incumbent must maintain a valid Food Service Manager Certification and renew it every five (5) years. This position requires the incumbent to have knowledge of food service management and quantity food production. A high school diploma or equivalent is preferred.

SKILL REQUIREMENTS

This position requires the ability to follow oral and written instructions. Incumbent must be able to read, write, do accurate mathematical computations and have the mechanical skills to use and maintain complex food service equipment. Incumbent must have good interpersonal skills, planning and organizational skills, and be able to demonstrate sound coaching skills. Incumbent must be proficient with computers and electronic devices and be able to successfully use all AISD Food Service software applications.

JOB PURPOSE AND RESPONSIBILITY

This position is responsible for supervising the food service program in an Austin Independent School District school cafeteria with a small to medium sized meal service at an elementary school or middle school. Incumbent supervises one (1) or more employees. Incumbent may also be responsible for operations of related satellite programs or sites. The incumbent is responsible for the serving of the District menu, making adjustments, when necessary, the supervision of cafeteria employees, the management of equipment, inventories, record keeping and budget allocated to the cafeteria, and assuring that appropriate standards of nutrition, safety, and sanitation are met at all times. The incumbent supervises each individual employee and performs some of the basic cooking, serving, and collection activities. The incumbent promotes department programs on campus and to campus community. The incumbent contributes to the fiscal responsibility and overall quality of the operation and provides and promotes good customer service and public relations. This role will be responsible for developing and implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, energy and water conservation.

ESSENTIAL FUNCTIONS

- Assume full responsibility for the management and supervision of the food service program within a single school or at multiple sites. Communicate frequently with immediate supervisor regarding operational concerns.
- Assist in managing other locations as staffing needs dictate.
- Assure adherence to established federal, state and local guidelines and regulations in preparing, serving, counting and claiming meals.
- Maintain all records for program accountability, including but not limited to end of day operating reports, cash receipts, deposits, prepayment balance sheets, meal planning and production records, collections, inventory, payroll and related personnel records, sanitation inspections, cost of repair and care of equipment and other aspects of cafeteria operation. Prepare weekly and monthly reports on these and other matters.
- Ensure that all money is collected properly at every meal service, secured and accounted for, and daily deposits are made according to policy.
- Plan (forecast) and prepare production records for District menus for all meal services based on actuals served last cycle. Order food, supplies, and equipment necessary for complete, safe, sanitary, and quality preparation of meals. Check incoming groceries for appropriate quantity and quality and monitors storage activity to ensure proper inventory

practices. Prepares requests and justifications for new or replacement equipment and submit requests to immediate supervisor. Monitor and review food and operating costs against targets with immediate supervisor.

- Assist with evaluation of new products, as needed, to determine possible acceptance in school.
- Adhere to campus productivity chart and labor allocations by maintaining work schedules for employees and making changes as necessary (absences, special events, etc.). Prioritize tasks to be completed in daily meal preparation. Assign duties to employees, monitor kitchen activities and take part in meal preparation, clean-up and other operational duties as needed to assure that quality meals are produced and served in a safe, timely manner. Monitor and review labor costs and meal equivalents per labor hour against targets with immediate supervisor.
- Keep timesheets accurate and current on all staff and approve weekly payroll by designated deadlines.
- Monitor work of food service employees to ensure consistent, high quality, prompt food service and efficient use of time in meal preparation. Inspect food quantity and quality, recipe compliance, kitchen cleanliness, and serving efficiency on a continual basis
- Counsel and coach substitute and permanent employees on work performance, as needed. Resolve employee disputes. If necessary, refer difficult situations to immediate supervisor for assistance.
- Monitor employee performance on a daily basis, documenting improvements needed and outstanding contributions. Provides immediate suggestions for improvement and praises outstanding work. Conduct mid-year and annual evaluations of employee performance.
- Provide staff development and training to prepare employees for career advancement and recommends employees for promotion. Provide direction and maintains documentation on employees for promotion/demotion to appropriate pay grades.
- Conduct and keeps record of in-depth orientation, ongoing staff training, and regular staff meetings to provide information and training on all aspects of food service operation. Emphasize existing or new policies and procedures for employees and ensures that employees adhere to the policies. Cross train employees as needed to meet operational needs and increase employee's competence level.
- Follow all safety procedures and promotes safety awareness. Complete and submit all paperwork for on the job accidents in a timely manner.
- Maintain sanitation standards as directed by the local governing agency and within AISD HACCP policy. Follow up on sanitation violations as noted on Health Department Inspections.
- Responsible for developing and implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, energy and water conservation.
- Promote food service programs on campus and in campus community and is a positive champion of department initiatives. Works to ensure campus is serving as much of campus population possible at all meal services and clearly support and encourage current marketing practices with community and staff on campus.
- Expand healthy food access and provides education to students about nutrition, cultural foodways and the food system.
- Promote teamwork and interaction with fellow staff members.
- Complete annual continuing education requirements.
- Follow district safety protocols and emergency procedures.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds). Seek help or utilize a cart for items greater than 25 pounds.

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS

This position reports directly to the appropriate supervisor of the department. Incumbent receives guidance and performance reviews from supervisor. Reviews are based on daily operating reports, meal participation, monthly inventories, on-site inspections, and planning and production records. These reports are monitored to measure productivity and quality of work produced. Incumbent will have contact with principals, teachers, students, and other school staff. Incumbent will supervise all food service specialists, food service lead specialist and food service substitutes.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	