

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members

FROM: Human Resources

DATE: November 2, 2015

We are now accepting applications for the vacancy of **Child Nutrition Catering Manager**

Location: District Wide

Position: 7 Hours per day (.875 FTE), 5 days/week, flexible hours, may include weekends.

Qualifications: Certification in ServSafe is required and the ability to promote and market Child Nutrition Catering Services.

Contract Days: 189 Days

Salary: Per salary schedule at Lakota (capped at 5 years of verified experience)

Application Process: Current Lakota employees may apply through **3:00 P.M., November 9, 2015**. Following the review of all internal applicants, Administration will review all new applicants who have completed an on-line application at www.lakotaonline.com and the AppliTrack system. Lakota employees must create a user account and profile in AppliTrack to apply for this position.

Application Deadline: Until Filled

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Child Nutrition Catering Manager

Department: Child Nutrition

Reports to: Child Nutrition Assistant Director

Hours: 7 hours per day; 5 days per week, flexible hours, may include weekends

Contract: 189 Days

Salary Schedule:

SUMMARY:

Oversees all aspects of a district cafeteria or catering function. Supports the Child Nutrition department and the customer to ensure an efficient and effective function

MINIMUM EDUCATION:

High School Diploma or equivalent
ServSafe® Food Safety Program for Managers- Certification must not lapse

EXPERIENCE:

Three (3) to five (5) years of previous experience managing food service programs and personnel. Working knowledge of MS Office (Word and Excel,) and Microsoft Outlook calendar. Experience managing catering functions.

RESPONSIBILITIES:

- Maintain excellent public relations with parents, teachers and students and customers for all activities associated with catered functions or events.
- Works with the Child Nutrition office for ordering of products and services.
- In the event there are not catering functions scheduled, the catering manager may act as a floating Child Nutrition Manager and be assigned to a building for a short term or long term duration.
- The Catering Manager's hours will vary on a day to day basis and may include nights, weekends based on the scheduled functions. This will happen in consultation with the Director or Child Nutrition or designee.
- Maintain close contact with principals and administrators and be responsive to their requests.
- Responsible for all cafeteria money received in the school and maintain financial accountability records for state reviews and state and federal audits.
- Supervise delivery of supplies, purchased and commodity foods.
- Supervise storage of food maintaining sanitation and security standards.
- Supervise the preparation of food items listed on the menu in compliance with standard recipes or other procedures as designated.
- Requisition through the Child Nutrition office sufficient food and supplies to ensure menu compliance.
- Supervise the serving of food during designated meal periods, emphasizing food presentation, sanitation, efficiency of service, and portion control to meet all federal food service regulations.
- Supervise cafeteria employees in maintaining safe and sanitary conditions in all areas of the kitchen.
- Enter work and tech requests by computer for repair service on all kitchen equipment and facilities; or contact Child Nutrition supervisor for emergency service.
- Accurately prepare daily reports, inventory reports, production reports, daily charges, bi-weekly employee time sheets, special event or facility usage forms and other reports as required by the Lakota Child Nutrition office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Manager may work in any Child Nutrition position as needed for any length of time deemed necessary to provide continuous service.
- Maintains a positive attitude and works as a cooperative team member
- Other duties as assigned by supervisor or designee
- Supervise and/ or work catering function for prompt and courteous service to the customer.
- Set up/ tear down equipment and supplies for functions in remote locations
- Travel among district and non- district sites as needed
- Works closely with Child Nutrition Specialist to research, order and receive specialty items as requested by the customer.
- Develop stand recipes for both events and everyday use.
- Assist with customer meetings to develop the scope of the event

EMPLOYMENT REQUIREMENTS:

- Work is performed in a cafeteria environment
- Ability to lift up to 50 lbs
- Bending, Lifting, Twisting and repetitive motion required
- Valid driver's license required
- ServSafe® Food Safety Program for Managers- Certification must not lapse