

# Food and Nutrition Services Description

## Food Service Manager

### Descriptors

**Position Title:** Food Service Manager **Department:** Food and Nutrition Services  
**Position Classification:** Level III Food Service **Reports To:** Director of Food Service  
**Exempt Status:** Non-Exempt **Revision Date:** July 2019  
**Supervisory:** Yes

**Approval:** \_\_\_\_\_  
 (Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
 (Superintendent)

### Job Summary

Responsible for directing the preparation of food to be served to students by complying with all applicable sanitation and health standards and following established food production programs and procedures. Responsible for the promotion of nutrition education and providing work direction to Food Service employees.

### Essential Duties and Responsibilities

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| <p><b>25% Food Preparation and Planning</b></p> <ul style="list-style-type: none"> <li>• Pan, cook and store food</li> <li>• Prepare food and follow recipes, special diets included</li> <li>• Ensure proper temperatures of food</li> <li>• Adjust the quantity of food prepared</li> <li>• Plan for daily food preparation according to menu, catering requests, special diets and satellite meals</li> <li>• Order food and supplies</li> <li>• Adjust or modify the menu as needed</li> </ul> | <ul style="list-style-type: none"> <li>• Update program and menu signage</li> </ul>   |
| <p><b>10% Service</b></p> <ul style="list-style-type: none"> <li>• Enter purchases into POS</li> <li>• Receive money and enter into their lunch/pin account, make change as necessary</li> <li>• Verify accounts and check for reimbursable meals</li> <li>• Make account adjustments on meal accounts</li> <li>• Serve food</li> <li>• Replenish serving lines</li> <li>• Take temperatures of food and record</li> <li>• Greet customers and promote food service programs</li> </ul>            | <p><b>15% Recordkeeping and Reports</b></p> <ul style="list-style-type: none"> <li>• Record temperatures of food and equipment</li> <li>• Record sanitation measurements</li> <li>• Prepare and record money and checks</li> <li>• Prepare day end report</li> <li>• Complete production records</li> <li>• Complete department reporting</li> <li>• Track food and equipment inventory</li> <li>• Receive, stock, store food and supplies</li> <li>• Submit request for smallwares and equipment</li> <li>• Approve employee payroll</li> <li>• Complete First Report of Injury Forms</li> <li>• Properly store food and supplies</li> </ul> |
| <p><b>5% Set up and take down</b></p> <ul style="list-style-type: none"> <li>• Set up line with food, condiments, utensils, napkins, liquids and trays</li> <li>• Prepare sanitation materials</li> <li>• Clean and sanitize areas</li> <li>• Set up and breakdown point of sale</li> <li>• Sweep and pick up floor mats</li> <li>• Wash dishes</li> </ul>   | <p><b>40% Program Responsibility</b></p> <ul style="list-style-type: none"> <li>• Coordinate and oversee daily completion of building food service activities</li> <li>• Train and manage food service employees</li> <li>• Responsible for kitchen security</li> <li>• Ensure all safety and sanitations standards are met</li> <li>• Resolve problems and address complaints</li> <li>• Determine schedules and work assignments</li> <li>• Communicate with principal, district, parents, vendors and administrative food service staff</li> <li>• Provide input on staff performance to the Food Service Director</li> </ul>              |

- Provide input on menu performance to Food Service Director
- Ensure staff comply with health department, USDA, local, state and federal regulations
- Collaborate with Food Service department to develop nutrition education
- Educate and communicate nutrition education to student, staff, parents and community members
- Responsible for promoting and increasing participation in food service programs

- Attend in-services, workshops, building and department meetings

**Perform other duties as assigned or requested.**

#### **5% Professional Development**

### **Work Requirements and Characteristics**

#### **Education/Certification Requirement:**

- High School Diploma or equivalent
- Obtain Level 4 certificate from School Nutrition Association within 90 days of hire
- Minnesota State License-Certified Food Manager

#### **Experience:**

- 5 years of school food service experience preferred
- Work direction experience preferred

#### **Essential skills required to perform the work:**

- Ability to read, write and comprehend advanced written and verbal instructions
- Health and nutrition knowledge
- Ability to add, subtract, multiply and divide in all units
- Basic computer skills
- Ability to set priorities and deadlines
- Ability to speak before groups of employees or customers
- Give work direction to other employees
- Ability to lead and work in a team environment
- Problem solving skills
- Ability to set and change priorities

#### **Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Operates small and large food service equipment
- Utilizes computers, POS, cash machine, calculators, department and District software programs

### **Physical and Mental Requirements**

#### **Physical Job Requirements:**

- Position involves regularly lifting up to 25lbs, frequently lifting up to 40lbs and using assisted lifting techniques for anything over 40lbs
- Position involves standing for extended periods of time
- Position involves stooping, reaching, bending, twisting and climbing
- Position involves repetitive motion
- Position involves listening, speaking clearly and visual acuity
- Position involves using your senses to distinguish smells and temperatures

#### **Mental Job Requirements:**

- Position requires working under time pressures and meeting deadlines
- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position involves overcoming difficult situations when interacting with students and meal choices or POS problems
- Position requires repetitive activities
- Position requires maintaining concentration and attention to detail
- Position requires handling conflict resolution and emergency situations
- Position requires flexibility in job duties and responsibilities

**Hazardous Working Conditions:**

- Exposure to varying temperatures
- Slippery floors
- Moving mechanical parts
- Exposure to noise from equipment and students
- Exposure to airborne pathogens
- Exposure to cleaning and caustic chemicals
- Potential of electrical shock
- Potential injury from equipment

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.