

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**Job Description: Food Service Manager**

<b>JOB TITLE:</b> Food Service Manager	<b>LOCATION:</b> As set by the Superintendent
<b>IMMEDIATE SUPERVISOR:</b> Supervisor of Food Service Supervises: School Food Service Workers, including substitutes assigned to specific location	<b>WORK SCHEDULE:</b> 185 days; 7.5 hours a day <b>PAY GRADE:</b> 213
<b>SPECIAL REQUIREMENTS:</b>	<b>FLSA STATUS:</b> Non-Exempt
<b>EDUCATION/EXPERIENCE:</b> High School diploma or GED minimum, some college or industry training preferred. Sanitation Certification Class Certificate or its equivalent, SNA certification preferred	

**QUALIFICATIONS:**

- In-depth knowledge in volume food preparation and commercial food equipment operation
- Experience and skill in supervising, scheduling, training, and evaluating cafeteria personnel
- Abilities to communicate and cooperate with staff, students, faculty, and administration
- Ability to control and account for daily receipts, inventories, and daily and monthly reports
- Knowledge in purchasing, basic nutrition, and food preparation
- Experience in high volume cashiering
- Minimum two (2) years' experience managing volume food service, schools background preferred

**SUMMARY:**

To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of students

**ESSENTIAL DUTIES:**

- Plans, supervises, directs, and participates in the preparation and serving of all food in the cafeteria
- Accounts for the security of food and supplies
- Supervises the storage and care of foods and supplies
- Accounts for the security of revenue from cafeteria services until it has been turned over to proper authorities
- Ensures that menus developed by the school food service manager are followed without deviation
- Oversees and participates in the cleaning of kitchen, serving, storage, and dining areas
- Assigns, directs, plans and supervises the work of school food service employees
- Maintains and ensures the accuracy of employee time records

- Plans work schedules and secures substitutes when needed
- Instructs new school food service employees in performing their assigned tasks
- Directs sanitation procedures in accordance with state and local boards of health
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes
- Accounts for the safety and proper working condition of all equipment in the cafeteria area and notifies the appropriate authority when repairs or replacements are needed
- Maintains records on food and supplies received and used
- Maintains the highest standards of safety and cleanliness in the kitchen
- Orders on a weekly basis all necessary supplies
- Confers with school food service supervisor regarding any personnel problems
- Reports immediately to the principal and the school food service supervisor any problems, hazards, or accidents occurring in the kitchen or the cafeteria premises
- Reports to the school food service supervisor any faulty or inferior quality food which is received
- Perform related duties as required by the school food service supervisor, including duties at special meal functions and cashiering duties

**EVALUATIONS:**

Performance on the job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.