

Carroll Independent School District Job Description

JOB TITLE: Food Service Manager

Pay Grade: 0A3

Supervisor: Director of Food and Nutrition

Employment Days: 180

Department: Food and Nutrition

Wage/Hour Status: Non-exempt

MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:

This position will aid in creating a learning environment that inspires success and responsibility and requires effective interfacing with all Carroll ISD personnel and community members. This position will manage the preparation and service of appropriate quantities of food to meet menu requirements in school cafeterias.

QUALIFICATIONS:

- Effective interpersonal skills
- Oral and written communication skills
- High School Diploma/GED
- Food Manager Certification or proof of continuing education on an annual basis
- Three years experience in public school food service or related area.

MAJOR RESPONSIBILITIES:

- Assign responsibilities and duties to all cafeteria personnel.
- Supervise and train employees at the campus, promoting efficiency, employee morale, and teamwork.
- Produce and maintain work schedules and production records.
- Supply recipes in correct proportions.
- Supervise and instruct all food preparation in accordance to Child Nutrition Program requirements.
- Supervise display and serving of food from steam table line.
- Instruct employee regarding proper storage and re-use of leftover foods.
- Instruct employees in safety and the operation of equipment.
- Maintain food production that ensures the safety and quality of food according to policies, procedure, and department requirements.
- Ensure that food items are stored in a safe and hazard-free environment.
- Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
- Prepare receipts for bank deposit.
- Complete daily records and daily record of income.
- Maintain accurate reports of daily and monthly financial, production, and activity records.

- Submit inventory, free and reduced lunch reports, number of lunches charged, invoices and credit, daily record and daily records of income to the Food Service Director.
- Complete Workman's Compensation and accident reports as necessary.
- Maintain perpetual inventory on all food items in the cafeteria.
- Order all goods and supplies needed to operate cafeteria.
- Maintain strict sanitation in the kitchen in accordance with the Department of Health requirements.
- Assist with the planning and preparation of all special meals required for district sponsored events.
- Assist principals, faculty and parents in promoting school public relations.
- Encourage a pleasant and assistive relationship between employees and students.
- Maintain documentation on all maintenance required on equipment within the school's food service department.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

EQUIPMENT USED:

Large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, ovens, dishwasher, and food and utility cart.

MENTAL DEMANDS:

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

This position will require approximately 35% walking/standing; 40 % sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
 (Director of Personnel Services)

APPROVED BY: _____ DATE: _____
 (Assistant Superintendent for Administrative Services)

Date Created: 7/2003

Date(s) Revised: 10/2015