

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Food Service Manager
Pay Schedule: Food Service Managers' Scale
FLSA Status: Non-Exempt
Reports to: Principal and Supervisor of Food Services

JOB SUMMARY

The Food Service Manager is responsible for the operation of a school kitchen(s).

ESSENTIAL JOB FUNCTIONS

- Prepare and serve food and beverages to students and adults efficiently and courteously, in accordance with the Child Nutrition Program regulations as instructed by the Food Service Office.
- Operation of a computerized point of sale system.
- Order food and supplies and receive food and supply deliveries daily.
- Maintain accurate inventory utilizing automated inventory system.
- Prepare and transport bank deposits for Food Service sales.
- Maintain high standards in food safety and kitchen sanitation following Food Service Policies and Procedures.
- Maintain safe work environment.
- Lift bulk weight of up to 55 pounds, stand for extended periods of time and tolerate extreme temperatures typical in a commercial kitchen.
- Participates in training programs for food service managers and workers.
- Train food service employees and substitutes in food service operations.
- Provide input to the principal and supervisor of food service regarding worker performance.
- Coordinate food service worker schedules and absences requiring scheduling substitute employees as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- A high school diploma or equivalency.
- A minimum of two (2) years of experience in food preparation, inventory management, kitchen cleaning, and sanitation methods and time management is preferred.

- Must be able to read, understand, and follow directions for recipes, work schedules, and operating manuals for equipment usage.
- Basic computer skills
- Must demonstrate outstanding human relations skills.
- Driver's License

WORKING CONDITIONS

Exerting moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 55 pounds in weight, visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, require oral communications, and tolerate cold temperatures up to 10 minutes. Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

BENEFITS

This position is eligible for the following:

- Uniform and Uniform Reimbursement
- Employee Meal
- Leave – Sick and Personal (all employees)
- Food Service Managers **only** - Health, Dental, and Vision Insurance (Single and Family), Life Insurance
- Food Service certification salary add-on, if applicable
- Overtime eligible in excess of 40 hours
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary Range – \$28,284- \$53,827

Carroll County Public Schools has the right to revise this position description at any time and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources
125 North Court Street
Westminster, Maryland 21157
(410) 751-3078

Updated: 6/17/2025