

<b>Position Title:</b>	Food Services Manager	<b>PCN:</b>	Varies
<b>Department/School:</b>	Food Services	<b>Location/Address:</b>	Varies
<b>Reports to(Title only):</b>	Food Services Officer	<b>Work Hours</b>	am to pm
<b>Salary/Position Category:</b>	<input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input checked="" type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
<b>Position type/ Grade (to be completed by HR)</b>	B22	<b>Position # of days</b>	183
<b>Travel Required</b>	School based with school hours	<b>FLSA Status</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

**Job Description**

**JOB PURPOSE/REASON:**

To supervise a staff of employees assigned to prepare and serve breakfast and lunch in the cafeteria.

**REQUIRED QUALIFICATIONS:**

**EDUCATION:**     High School Diploma or Equivalent   
 Associate's Degree     Bachelor's Degree  
 Master's Degree     Other

**EXPERIENCE & TRAINING:**

1. Training in bookkeeping or other related subjects desired. Must successfully complete the CCSD Food Service Management Course.
2. Three years of institutional food service working experience to include supervisory experience.

**LICENSING/CERTIFICATION:**

**OTHER SKILLS/REQUIREMENTS:**

Must be able to lift up to 50 lbs.

**PREFERRED QUALIFICATIONS:**

**SUPERVISION RESPONSIBILITY (IF APPLICABLE):**

**Direct Reports:** \_\_\_ # of non-exempt/classified      \_\_\_ # of exempt/administrators/teachers

**Indirect Reports:** \_\_\_ # of non-exempt/classified      \_\_\_ # of exempt/administrators/teachers

**PRIMARY POSITION RESPONSIBILITIES:**

1. Orders food and supplies, maintains an accurate inventory, and maintains invoices and reports for the central office;
2. Maintains accurate records of daily participation by category;
3. Is responsible for the accounting and depositing of all money received;
4. Utilizes designated aids in the planning and preparation of meals;
5. Responsible for serving correct amounts of food and reports food quantity usage accurately in a timely manner;
6. Ensures all equipment is operable, cleaned and serviced;
7. Enforces safety and sanitation procedures and ensures they are followed by employees;
8. Responsible for the organization of the kitchen through a written work schedule detailing specific assignments for employees;
9. Maintains a balanced workload among the employees;
10. Responsible for training new employees;
11. Makes recommendations to employees for improvements in their work habits;
12. Maintains a good relationship between the lunchroom staff, the faculty and the community;
13. Endeavors to increase participation in the school lunchroom program;
14. Attends all meetings scheduled by the Nutrition Services Executive Director;
15. Promotes nutrition education and good eating habits; Opens and closes the lunchroom daily;
16. Performs duties for special functions; arranging, planning, preparing and servicing special meals under prescribed guidelines;
17. Responsible for employee evaluations, sexual harassment training, and blood born pathogen training;
18. Directs all personnel actions for persons supervised to include, but not limited to, leave requests, personnel policies, applications, prospective employees interviews, employee complaints investigations, staff evaluations and conferencing; recommendations of employee hiring assignments, retentions, transfers, and dismissals.
19. Ability to pass the National Restaurant Association ServSafe Manager Course.

**PRIMARY POSITION RESPONSIBILITIES, CONTINUED:**

**SECONDARY POSITION RESPONSIBILITIES**

**PHYSICAL/MENTAL REQUIREMENTS:**

1. Must be physically able to operate variety equipment including computers, copiers, fryers, ovens, steamers, various mixers, slicers, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
2. Must possess strength, stamina and mobility to perform physical work in hot and cold environments inside of kitchens.
3. Must possess skills to meet deadlines for time sensitive projects.
4. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

*NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.*

Department Head	Walter Campbell	Date	3.5.15
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources		Date	