



TROTWOOD-MADISON CITY SCHOOL DISTRICT

JOB DESCRIPTION

After-School Food Service Manager



Salary Schedule: Schedule J: Column IV	Work Calendar: 187 days Daily Work Hours: As Assigned
Status: Full-Time, Non-Bargaining, Classified, SERS	FLSA Status: Non-Exempt Supervisor: Student Nutrition Services Supervisor

Job Objectives:

Work under the direction of the Student Nutrition Services Supervisor to

- Prepare and serve enjoyable and nutritious meals in a sanitary and orderly kitchen.
- Maintain high standards that ensure quality service and customer satisfaction.
- Provide non-academic supports that ensure opportunity and access to each and every student.

Minimum Qualifications:

High school diploma or GED.

Documentation of a clear criminal record.

Successful completion of a board-approved food safety and sanitation course.

Food production skills and the ability to use commercial kitchen equipment.

Ability to comply with nutrition, health, and safety regulations.

Ability to apply basic mathematical concepts.

Responsibilities and Essential Functions of the Position:

1. Manage food preparation and serving activities.

- Ensure compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- Follow the published menus.
- Use standardized recipes to maintain quality control.
- Direct the preparation of food. Prepare effective production sheets and monitor work progress. Help staff as needed to meet established schedules.
- Recommend menu modifications in response to customer requests.
- Prepare special meals for students with dietary restrictions.
- Oversee the setup of serving lines and the attractive presentation of food.
- Monitor portion size to ensure compliance with district specifications.
- Plan for substitute menu items when demand exceeds supply.

2. Monitor kitchen safety and security.

- Food
 - Enforce appropriate receiving and storage procedures.
 - Oversee the cleaning and/or sanitizing of food preparation equipment and areas (e.g., work surfaces, cooking equipment, serving lines, floors, etc.).
 - Oversee the proper storage or disposal of leftover food.
 - Ensure that kitchen supplies and equipment are properly stored.
 - Anticipate and prepare for Health Department and Agriculture Department inspections.
- Equipment and Facility
 - Identify maintenance needs and notify the supervisor of food services.
 - Learn how to operate the fire suppression system.
 - Anticipate and prepare for fire and safety inspections and drills.
 - Ensure that the kitchen and storage areas are secured at the end of the workday.
- Staff and Students
 - Monitor preparation and service areas for safety hazards. Promptly address and resolve safety concerns.
 - Report evidence of suspected child abuse as required by law.
 - Report student discipline problems, vandalism, and other related concerns.
 - Assist rental groups as directed.

3. Maintain accurate records, submit reports on time, and organize resources.

- Properly account for all meals.
- Use cafeteria receipts to prepare bank deposits and promptly submit deposits as directed.
- Promptly document all injuries that require medical attention.
- Maintain an accurate inventory of all food, supplies, and equipment. Monitor the use of products and supplies to control costs and reduce waste.
- Process deliveries. Verify quantities. Report shortages, spoilage, or inferior products. Organize, store, date, and rotate stock, following the First In, First Out method.

4. Uphold board policies, follow administrative procedures, and comply with the Employee Code of Conduct.

- Respect personal privacy. Maintain the confidentiality of privileged information.
- Promote a favorable image of the school district and the food service program.
- Wear appropriate work attire and maintain a professional appearance.
- Strive to develop rapport and serve as a positive role model for others.
- Encourage teamwork and help maintain harmonious employee relationships.
- Ensure the equitable distribution of workloads and extra assignments. Train food service staff in procedures to effectively accomplish their duties.
- Participate in staff meetings and professional growth opportunities as directed.
- Accept personal responsibility for decisions and conduct.
- Address issues that arise during the absence of the Student Nutrition Services Supervisor. Promptly communicate actions undertaken. Refer inquiries requiring policy interpretation to administrative staff.
- Assist with special district events as directed (e.g., banquets, etc.).
- Perform other specific job-related duties as directed.

Required Abilities:

Demonstrate professionalism and maintain a positive work attitude.
Take the initiative to identify and solve problems independently.
Effectively use verbal, nonverbal, writing, and listening skills.
Verify and correctly enter data. Complete paperwork accurately and in a timely manner.
Work cooperatively to support a successful team effort.
Avert problem situations and intervene to resolve conflicts.
React productively to interruptions and changing conditions.
Perform repetitive tasks quickly.
Distinguish variances in color, texture, aroma, and taste.
Maintain an acceptable attendance record and be punctual.
Travel to meetings and work assignments.
Actively pursue and participate in professional growth and development.

Working Conditions:

Exposure to wet floors, kitchen temperatures, vapors, and odors.
Exposure to loud noises and equipment vibrations.
Exposure to adverse weather conditions and seasonal temperature extremes.
Potential for exposure to bloodborne pathogens and communicable diseases.
Potential for interaction with disruptive and/or unruly individuals.
Duties require operating kitchen equipment and exposure to electrical hazards.
Duties may require lifting, carrying, or moving work-related supplies/equipment.
Duties may require standing, reaching, bending, crouching, and/or kneeling.
Duties may require wearing protective clothing and using safety equipment.
Duties may require working under time constraints to meet deadlines.
Duties may require working during the evening and/or weekend.
Duties may require operating and/or riding in a vehicle.

Supervisory Responsibility:

Under the direction of the Student Nutrition Services Supervisor, supervise and evaluate assigned staff. Assume responsibility for the results of duties delegated to assigned staff.

Performance Evaluation:

Job Performance is evaluated in accordance with the policies adopted by the Trotwood-Madison City Schools Board of Education.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The responsibilities, essential functions, and requirements listed above are representative of performance expectations. Reasonable accommodation(s) may be made to enable a qualified individual with a disability to perform essential functions of the position.

Trotwood-Madison City Schools is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and district needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity/expression, veteran status, or any other status protected under federal, state, or local law.

By signing this job description, I am signing that I understand the requirements/expectations for my position.

Name: _____ Date: _____

After School Food Service Manager: Revised August 2025