



JOB DESCRIPTION

FOOD SERVICES MANAGER (DECEMBER 2025)

SALARY: Schedule 105185

WORK CALENDAR: 185 days

FLSA STATUS: Non-exempt

REPORTS TO: Food Services Coordinator, Principal

GENERAL STATEMENT OF JOB

Under limited supervision, manages the preparation and serving of student and staff breakfasts and lunches in the assigned school; supervises cafeteria workers, cashiers, and cafeteria monitors; requisitions food and supplies; ensures menus are properly prepared and that established standards and regulations are met. Reports to the school's Principal and Food Services Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Manages daily school food service operations, ensuring compliance with all applicable policies and procedures, and standards of safety, sanitation, quality and quantity.
- Supervises duties of assigned cafeteria workers, cafeteria monitors and cashiers; supervisory duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; and recommending employee discipline.
- Evaluates the work of subordinates and makes recommendations as appropriate; offers advice and assistance as needed.
- Conducts on-the-job training for current and new employees.
- Assists in preparing daily menus; assists subordinates in preparing, cooking and serving food and in cashiering as needed.
- Coordinates and oversees preparations for catered functions.
- Procures food and related supplies, maintaining inventory and ensuring the proper storage and rotation of food products.
- Oversees equipment maintenance and makes arrangements for repair as needed.
- Monitors labor, equipment and food costs for compliance with budget allocations.
- Reviews and/or prepares bank deposits and other financial records, ensuring accuracy and completeness.
- Prepares and submits daily, weekly and monthly reports.

- Serves as a nutrition education resource in the school for teachers, parents and students.
- Performs general administrative tasks, including but not limited to answering the telephone, filing, copying documents, attending meetings, etc.
- Prepares and/or submits various records and reports including inventory records, production reports, meal counts, menus, personnel records, account records, etc.
- Refers to policy and procedure manuals, cookbooks, food guides, equipment manuals, etc.
- Operates a variety of office equipment such as a computer, printer, fax machine, copier, calculator, telephone, etc.; operates a variety of kitchen equipment including a dishwasher, steamer, kettles, oven, slicer, mixer, fryer, braising pan, grinder, freezer, cooler, small appliances, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks.
- Uses various cleansers and kitchen supplies, utensils, thermometers and gauges, and clerical and computer supplies.
- Interacts and communicates with various groups and individuals such as the school Principal, other school staff, District administrators and staff, subordinates, students, parents, visitors, vendors, etc.
- Receives and responds to concerns, complaints and inquiries in areas of responsibility.
- Attends training, meetings, workshops, etc., as necessary to maintain and enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

- Performs related duties as required.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Requires an Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in food services or a closely related field, supplemented by two to three years of experience in institutional food service operations. American School Nutrition Association membership is desirable. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment, including a cash register, kitchen appliances and utensils, computer, telephone, etc. Tasks involve the ability to exert light physical effort in sedentary to light work, typically involving some combination of standing and walking for extended periods of time, and lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving

assignments and/or direction from supervisors

Language Ability: Requires ability to read a variety of technical and policy manuals, menus, recipes, etc. Requires the ability to prepare various records, reports, schedules, guidelines, notices, etc. with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to the primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions, and to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages, including food preparation and sanitation, bookkeeping, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time and weight. Must be able to use practical applications of fractions, percentages, ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery and kitchen appliances/utensils.

Manual Dexterity: Requires the ability to handle a variety of items, including computer keyboards, office equipment, control knobs, switches, utensils, knives, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or a tight deadline. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving the nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Fairfield County School as they pertain to the performance of duties of the Cafeteria Manager. Has thorough knowledge of the organization of the Food Service Department and of related departments and agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to plan and develop daily, short- and long-term goals related to District purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has knowledge in the areas of nutrition, menu planning, meal preparation and service for large numbers of customers, health and sanitation regulations and methods, bookkeeping, etc. Knows how to plan, organize and direct a food service staff. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology used within the department. Has the mathematical ability to handle required calculations. Has knowledge of and is able to use modern office practices and equipment. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations; is able to work effectively under stress. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high-quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work that consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and

initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints to establish and maintain goodwill. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates the expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation, and training.

Leading: Provides a work environment that encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such

principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of established goals and objectives.

Controlling: Provides a work environment that is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance the abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports the achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance the same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.