

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

FOOD SERVICE MANAGER TRAINEE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Two (2) years experience in food service.
- (3) Experience in quantity cooking, baking and cashiering.
- (4) Completion of at least three (3) food service training courses.
- (5) Valid Florida driver's license.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of planning, preparation and service of daily meals. Knowledge of food service equipment. Knowledge of nutrition, health, sanitation and safety regulations. Ability to maintain an up-to-date inventory. Ability to requisition food and non-food supplies. Basic understanding of accounting principles. Ability to use a computer. Knowledge of the cash register system as well as computerized point-of-sale system. Ability to develop and supervise a staff capable of accomplishing the objectives of the program. Ability to conduct nutrition education projects for students. Ability to work at a fast pace and stand for long periods of time.

REPORTS TO:

Food Service Field Manager

JOB GOAL

To develop managerial skills and to assist in the administration of the food service program at the school level.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Successfully meet local, state and federal School Food Service Program standards.
- *(2) Cooperate with the school principal, faculty and staff in planning and utilizing the school food service program.
- *(3) Perform all aspects of a Food Service Manager's position and be able to fill in during a manager's absence.
- *(4) Assist in the supervision of food production and service to ensure that meals are nutritionally adequate, attractive and of high quality.
- *(5) Maintain accurate records for proper control of cash, food supplies and equipment.
- *(6) Assist in training employees in proper methods of handling, preparation and serving food.
- *(7) Assist in maintaining accurate personnel records.

FOOD SERVICE MANAGER TRAINEE (Continued)

- * (8) Submit required reports as scheduled.
- * (9) Assume responsibility for checking that all equipment in the cafeteria is in proper working order.
- * (10) Assist in supervising the storage and care of foods and supplies.
- * (11) Assist in supervising the cleaning of kitchen, serving and storage areas.
- * (12) Assist in planning work schedules and arrange for substitutes when needed.
- * (13) Attend annual manager training programs and scheduled manager meetings.
- * (14) Assist in supervising all food and non-food orders from the district and outside vendors.
- * (15) Provide recommendations regarding purchase of equipment.
- * (16) Collect and deposit daily receipts in bank.
- * (17) Assist faculty with nutrition education projects for students.
- * (18) Assist during special functions as requested by the Food Service Office.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Drive department vehicles as needed.

Inter/Intra-Agency Communication and Delivery

- * (21) Exercise a service orientation when working with others.
- * (22) Respond to inquiries and concerns in a timely manner.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Serve on district committees as assigned.
- * (25) Use effective, positive interpersonal communication skills.
- * (26) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (27) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (28) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.
- * (29) Participate in cross-training activities as required.

Systemic Functions

- * (30) Assist in supervising assigned personnel, conduct annual performance appraisals and make recommendations for appropriate actions.
- * (31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (32) Follow federal and state laws, as well as School Board policies.
- * (33) Represent the district in a positive and professional manner.
- * (34) Demonstrate support for the school district and its goals and priorities.
- * (35) Ensure adherence to good safety standards.
- * (36) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

Leadership and Strategic Orientation

- * (37) Assist in implementing the district's goals and strategic commitment.
- * (38) Exercise proactive leadership in promoting the vision and mission of the district.
- * (39) Set high standards and expectations and promote professional growth for self and others.
- * (40) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (41) Maintain confidentiality regarding school/workplace matters.
- * (42) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.

FOOD SERVICE MANAGER TRAINEE (Continued)

- *(43) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(44) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Support Personnel	Pay Grade 5	192 days worked per year (10 months)
FLSA Non-Exempt		

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.