

**Food Service Manager
Kalamazoo Central High School
10-month, Full-time**

Scope of Responsibilities

The Managers primary responsibility is the supervising of hourly staff in all aspect of food service program. completing production schedules and production records, preparing food and supply orders, developing and expanding standardized recipes in the HACCP format, collecting money for school meals, preparing bank deposits, maintaining accurate student account balances, ensuring compliance with U.S.D.A., M.D.E., District and health department rules and establishing and maintaining high standards in the areas of nutrition, food quality and student and staff service.

Performance Responsibilities

1. Adheres to sanitation and safety practices which comply with State, County, and District requirements and codes, which includes, but is not limited to the receiving, storing, handling, preparing and serving of food products, and the general cleaning and sanitizing of the kitchen, food service equipment supplies and utensils.
2. Develops production schedules and work assignments. Trains and cross-trains members of the food service staff.
3. Communicates to the Director of Food Services concerns regarding policies and/or procedures, as well as any personnel matters.
4. Promotes student and staff satisfaction through merchandising meals in an attractive manner and addressing customer complaints and suggestions in a timely and positive manner.
5. Assists and train with the preparation of the various meal components and ala carte items for service during the breakfast and lunch periods when needed.
6. Develops, expands and train standardized recipes in the HACCP format.
7. Ensures proper presentation, portion control and maintenance/documentation of cooking, holding, transportation, serving and cooling temperatures.
8. Adheres to prescribed safety procedures. This includes but may not be limited to checking work areas for safety hazards, removing safety hazards from work area, reporting safety hazards to the Manager and/or the Director of Food Services or the Building Principal, administering emergency first aid and completing accident reports.
9. Completes the required Food Service Department reports in a timely manner. Involved with monthly inventory process to include, but not limited to training, recording, accessing, evaluating and extending inventory totals.
10. Performs other responsibilities and duties as assigned by the Director of Food Services and/or Principal.

Minimum Qualifications

1. ServSafe certified or related experiences.
2. Must have the ability to read, write, follow verbal and written instructions and perform a variety of mathematical functions. Computer knowledge is also required.
3. Must have a strong knowledge of safety and sanitation, as it relates to food service operations.
4. Must have a minimum of two years' experience in the field of school food services. Experience in quantity food production and previous supervisory experience is also required. Experience in planning and executing catering functions is also desirable.
5. Must demonstrate the ability to effectively communicate both verbally and in writing, so as to inform, discuss and resolve problems.
6. Must be able to work under pressure.
7. Must display a reliable attendance and promptness pattern.
8. Must be neat and clean. Must have high standards for personal hygiene.
9. Must have the ability to interact with students, co-workers, teachers and administrators in a positive manner and have the ability to discuss and/or resolve problems.

Applications and/or transfer requests must be submitted to Human Resources no later than **4:00pm on Monday June 25, 2022**

Please apply online at www.kalamazoopublicschools.com or at the Administration Building 1220 Howard St. Kalamazoo, MI 49008

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