FOOD SERVICE FLOATING MANAGER

QUALIFICATIONS:

1. High School Diploma or GED Equivalent.
2. Ability to communicate well, both orally and written.
3. Proper Certification as required by state.
4. Diplomatic, congenial manner, neat, and well-groomed appearance.
5. Supervisory skills and ability.
6. Pass the physical exam as stipulated and be able to walk, stand, and stoop for long periods of time.
7. Other requirements as outlined by local and state agencies and the board.

SUPERVISES: Managers and Cafeteria Workers.

REPORT TO: Director of Food Services.

Job Goal: To verify required documentation and procedures for local, state, and federal regulations for daily operations of school cafeterias.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Performs manager's job duties if filling that position.
2. Assists at any site as necessary to fill a position.
3. Performs site audits, maintenance and reporting of district inventory.
4. Conducts internal and site reviews based on guidelines set up by the State Department of Education's Child Nutrition Division of Administration.
5. Reviews kitchen documents for proper record keeping (production documents, inventory, sales, deposits, temperature logs).
6. Compiles and keys commodity and food orders submitted by Site Managers.
7. Assists with District Special Functions.
8. Serves as Summer Food Service Program Monitor.
9. Assists Sites with Child Nutrition Software issues.
10. Social Media information management.
11. Serves as Child Nutrition United Way Representative.
12. Performs other tasks, as assigned by the Food Services Director, as designated by the Superintendent.
13. Demonstrates prompt and regular attendance.
14. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: As determined by the Board of Trustees. This is an "at-will" position reporting 235 days per year.

EVALUATION: Annually