

OCSJ Job Description

POSITION TITLE: Food Service Manager

DEPARTMENT: Auxiliary Services

REPORTS TO: Principal and Coordinator of Food Service

OBJECTIVE: Under limited supervision, manages the preparation and serving of student and staff breakfasts and lunches in assigned school; supervises cafeteria workers, cashiers and cafeteria monitors; requisitions foods and supplies; ensures menus are properly prepared and that established standards and regulations are met. Reports to the school Principal and Director of Student Nutrition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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 and ensures all subordinates follow district wide dress code.

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 foods and related supplies and maintains inventory; ensures 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 and ensures net revenues exceed net expenses.

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.

Manages vending machines to ensure proper inventory control and profits are disbursed to school account and school nutrition account.

Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS/EXPERIENCE

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 preferred, 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 Communications: 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 absence of supervision; to acquire knowledge of topics related to 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; 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 and to determine time and weight. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; to identify creative and harmonious combinations as in cooking and meal planning; 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, keyboards, office equipment, control knobs, buttons, switches, catches, utensils, knives, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate 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 stress when confronted with emergency situations or tight deadlines. 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 Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Orangeburg County Public School District is an Equal Opportunity Employer. Orangeburg County Public School District ensures equal employment opportunities regardless of race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law. The quality of the educational program is enhanced by staff members with a wide variation in background, culture, educational preparation, and previous experience. Orangeburg County Public School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.