

TANGIPAHOA PARISH SCHOOL SYSTEM
CLASS DESCRIPTION, 1999

POSITION TITLE: PRODUCTION MANAGER

KIND OF WORK

Under direct supervision, the purpose of the position is to assist with the management and supervision of the food service operation data at a school site. Employees in this classification perform professional and supervisory level work. Position is responsible for Performs related work as required.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervises personnel; completes job evaluations; provides feedback on performance.

Performs orientation and on the job training for new workers.

Opens and locks department daily; turns equipment on in the morning and sees that all equipment is off in the afternoon; locks freezers, coolers, and storage areas.

Maintains freezer and cooler logs.

Plans menu item substitution with input from Manager.

Plans menus for special diets with assistance from Director.

Promotes good nutrition to students, teachers, and others.

Determines equipment needs and repair; schedules equipment maintenance.

Increases or reduces standardized recipes.

Plans advance preparation and food withdrawal.

Develops production, work, and cleaning schedules.

PRODUCTION MANAGER

Checks food quality during preparation.

Assists with and supervises meal preparation and service with proper portion size.

Utilizes food merchandising techniques.

Makes plat counts.

Receives and responds to complaints about food and service.

Receives food deliveries, checking brand and quantity on invoice against bid and estimate forms.

Assists with taking physical inventory of food, equipment, and paper/janitorial supplies. Dates incoming inventory. Maintains FI/FO. Post foods and supplies in books.

Works in storerooms and freezers with porter or assisting technician.

Maintains janitorial inventory.

Determines amounts of food items to issue and issues these amounts from storeroom.

Maintains reports documenting foods used, completes Form SFS-6 from withdrawal card.

Performs data entry and exchange of money on serving line; handles money.

Protects food, supplies, equipment, and money from theft.

Practices and enforces safe and sanitary working habits.

Inspects kitchen, storerooms, freezers and coolers daily for order and cleanliness.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs basic first aid; maintains first aid kit.

PRODUCTION MANAGER

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of safe and sanitary working conditions and state and local health and safety codes.

Skill in communicating in English, reading written recipes and writing.

Skill in human interaction and the ability to work in group settings.

Ability to give written and oral instructions

Ability to use and clean institutional food service equipment.

Ability to complete math problems involving fractions, decimal, addition, subtraction, multiplication, and division.

Ability to do data entry and exchange of currency.

Ability to understand and interpret written and verbal instructions from supervisor.

MINIMUM QUALIFICATION REQUIREMENTS

High School diploma or GED; supplemented by one (1) year of experience as a permanent, full-time employee in School Food Service program; or an equivalent combination of education, training, and experience.

Manager Certification by the Board of Secondary and Elementary Education required.

ADA COMPLIANCE

Physical Ability: Tasks involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50) pounds.

Sensory Requirements: Some tasks require visual, odor, taste, and sound perception and discrimination.

Environmental Factors: Tasks may risk exposure to extreme heat and cold, strong odors and/or smoke, strong and/or toxic chemicals, and high noise levels.

PRODUCTION MANAGER

Employee's Signature

Supervisor's Signature

Date

Date

The Tangipahoa Parish School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Tangipahoa Parish School System will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.