

Class Code:

TANGIPAOA PARISH SCHOOL SYSTEM
CLASS DESCRIPTION, 1999

POSITION TITLE: FOOD SERVICE MANAGER

KIND OF WORK

Under general supervision, the purpose of the position is perform all necessary duties involved in the management and supervision of the food service operation at a school site the serves 551 or more meals. Employees in this class perform complex professional and supervisory level work. Position is responsible for promoting the School Food Service to students, faculty, administrators, and others. 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.

Gives and receives information; solves problems alone and in a group setting; determines when an independent decision can be made.

Follows policies and procedures; interprets policies into local procedures.

Determines when equipment need repair; determines small equipment needs.

Plans menu item substitutions; determines ingredient substitution when necessary; plans menus for special diets with assistance from Director.

Promotes and teaches good nutrition to students, teachers, and others.

Recommends individuals for hire; performs orientation for new workers; performs on-the-job training.

Completes job performance evaluations; provides feedback to others on performance and encourages the use of feedback.

Increases or reduces standardized recipes; plans advance preparation.

FOOD SERVICE MANAGER

Develops production, work, and cleaning schedules.

Plans serving counter arrangement.

Makes food estimates and orders foods. Utilizes food merchandising techniques.

Checks food quality during preparation.

Receives and responds to complaints about food and service.

Promotes the School Food Service to students, faculty, administrators, and others.

Estimates and orders supplies; checks invoice for approved brand and quoted price.

Receives food deliveries; dates incoming supplies and maintains FI/FO.

Takes physical inventories of food and equipment and maintains inventory reports.

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

Makes plate counts; counts milk and makes milk ticket daily.

Opens and locks department, storerooms, freezers, and coolers daily; maintains freezer and cooler logs.

Turns on equipment in the morning and checks to see that all equipment is off before leaving.

Assures food safety by proper thawing and storage techniques.

Reports information about personnel.

Maintains reports documenting foods used, physical and perpetual inventories, participation (SFS-6, SFS-6A, SFS-7, SFS-8A, SFS-8B), withdrawal cards, student eligibility and student charge accounts.

Performs data entry and exchange of money for cashier duties and handles money.

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

Practices safe working habits; corrects and/or reports and follows through on unsafe working conditions; enforces safety rules.

FOOD SERVICE MANAGER

Stores test plate and withdraws old plates from freezer.

Performs basic first aid and maintains first aid kit.

Adheres to established personal hygiene techniques; monitors sanitation techniques; corrects unacceptable personal hygiene and sanitation practices.

Interacts with parents regarding student accounts.

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 related work as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of CPR.

Knowledge of local and state health and safety codes and regulations.

Knowledge of Tangipahoa Parish School Board policies and procedures.

Skill in training personnel.

Ability to give written and oral instructions to School Food Service techniques.

Ability to communicate in English and to read written recipes.

Ability to write and to follow written and oral instructions.

Ability to reduce and increase standardized recipes for participation requirements.

Ability to utilize a wide variety of descriptive data and information, such as equipment manuals, food buying guide, menu planning guides, substitute training manuals, and sanitation and safety manuals.

Ability to use and clean institutional food service equipment including, but not limited to: ovens, steam pressure cookers, fryers, slicers, choppers, food processors.

FOOD SERVICE MANAGER

Ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages; utilizes principles of fractions; interprets graphs.

Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

MINIMUM QUALIFICATION REQUIREMENTS

High School diploma or GED; supplemented with a minimum of one (1) year of successful experience as a permanent, full-time employee in a food service program, three (3) or more years experience in Food Service is preferred; or an equivalent combination of education, training, and experience.

Certification or temporary certification in Manager certification, as approved by the Board of Elementary and Secondary Education is 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 and occasionally up to 100 pounds.

Sensory Requirements: Some tasks may require visual, texture, and color perception and discrimination

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

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.