

Southern Kern Unified School District

Position Description

Position Title: **Food Service Manager**

Department: Food Service

Reports To: Supervisor of Food Services

Prepared By: Staff

Date: September 26, 1996

Approved By: Board of Education

Date: June 4, 1997

SUMMARY: Under general supervision from the school principal and direct supervision of the Supervisor of Food Service, to direct in the preparation, serving and selling of foods; to direct in the cleaning of the kitchen and serving areas and in the cleaning and maintenance of utensils and equipment; to receive cash, tickets, or maintains student records and operates point of sale computer to purchase food and to prepare and maintain cash receipt records, bank deposit forms and records and reports required by the food service department; and to do other related work as required. Knowledge of and ability to work within State and Federal requirements and regulations regarding "Type A" meal programs, including the National School Lunch and Breakfast programs and evaluation of applications for free and reduced price meals for needy students. Supervises the food service staff by preparing work schedules, assigning and directing work, training and enforcing work production standards. Maintains records of hours worked by employees. May supervise a central kitchen, preparing and shipping bulk or pre-plated meals to schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes in-service training as stipulated by contract
- Supervise and train food service staff and students
- Supervises and participates in the preparation, cooking, clean-up, and service of food for students and staff, including special feeding programs and approved special events requested by school administrators
- May prepare or assist in the preparation and cooking of foods following a predetermined menu and standardized recipes
- Directs and coordinates production including adjustment of quantities
- Maintains good quality standards, including portion control, appearance and taste
- Orders appropriate quantities of food and supplies and assures proper storage and authorized use
- Checks goods received against requisitions and invoices
- Tracks perpetual inventory
- Takes periodic inventories of food and supplies on hand
- Directs in maintaining the kitchen, serving and dining areas in a neat, clean, safe and sanitary condition following approved housekeeping and safety practices
- Initiates requests for equipment and maintenance repairs
- Prepares, forwards and maintains accurate files of records and reports required by the food service department including, but not limited to ticket sales, charges, charge notices to parents, daily cafeteria report, Menu Production Worksheet
- Balance monies, may make bank deposits of monies received
- May evaluate applications for free and reduced price meals
- Follow prescribed procedures to protect the anonymity of students who qualify for free or reduced price meals

SUPERVISORY RESPONSIBILITIES: Management of the on-site food staff, student workers, food preparations and the operation of the kitchen.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the*

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE and LICENSE:

- High School Diploma or general education degree (GED) and completion of courses pertaining to quantity food preparation, food service management, nutrition, sanitation, and supervision are desirable
- Four years of experience in quantity food preparation service and kitchen maintenance in a commercial, institutional or school food service facility
- Valid California drivers' license

LANGUAGE SKILLS:

- Ability to read and comprehend detailed instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, staff, and other employees of the organization

MATHEMATICAL SKILLS:

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's
- Ability to convert recipes, calculate using arithmetic computation and measurements
- Ability to perform these operations using units of American money and weight measurement, volume and distance

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed but basic written or oral instructions
- Ability to deal with problems quickly involving variables in unique as well as standardized situations

OTHER SKILLS and ABILITIES:

- Ability to pass an aptitude/math test
- Ability to work in a friendly manner with co-workers and students
- Ability to perform job and communicate in a noisy environment
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to perform duties with awareness of all district requirements and Board of Education policies

KNOWLEDGE OF:

- Meal production planning and scheduling
- Methods and procedures for preparing foods and baked goods in large quantities
- Standard food services appliances and equipment
- Sanitation and safety laws and practices
- Principles of supervision
- Procedures followed in ordering, receiving, storing and inventorying foods and supplies

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register and/or food server.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.