

## **JOB TITLE: FOOD SERVICE MANAGER I**

Reports to: Director of Food Service & Nutrition

Salary Schedule: Classified Salary Schedule C6

Class Code: 7212

### **Scope of Responsibilities:**

Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

### **Performance Responsibilities:**

1. Maintain high standards of control for quality food production and service.
2. Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
3. Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
4. Assist in the selection of food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
5. Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
6. Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
7. Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
8. Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
9. Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
10. Operate point of service system to ensure accurate meal counting and claiming of meals.
11. Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.

12. Make Deposits as required by Red book.
13. Schedule and attend in-service meetings and workshops.
14. Prepares food-using recipes as directed by the FSDN and ensures that foods are held and/or served at the proper temperatures.
15. Monitor temperatures of food to assure safety and quality standards are met; monitor water temperatures to assure proper temperature for sanitizing
16. Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to staff
17. Clean cafeteria equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators, ice machine, sinks, walk-in freezers and storeroom etc.
18. Operate a variety of standard kitchen utensils and equipment.
19. Assist in determining appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality including appearance, and nutritional requirements
20. Utilizes commodities and other prepared food products effectively.
21. Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards.
22. Demonstrates proper methods of storing foods and use and care of equipment.
23. Record amounts of food sold and monies collected as assigned.
24. Making sure the Cafeteria is decorated and colorful for everyday and holidays.
25. Follows quality assurance, procedures, and policies; observes and records required information.
26. Cleans assigned areas in order to maintain compliance with Kentucky Department of Health regulations.
27. Performs all other duties assigned by the FSDN.
28. Perform related duties as assigned by the Director of Food Service and Nutrition or the superintendent.

## **Knowledge and Abilities:**

1. Meal production planning and scheduling.
2. Applicable District, federal and State laws, rules and regulations related to food service.
3. Quantity food preparation and food merchandising.
4. Nutrition, sanitation and operation regulations and requirements.
5. Use and care of institutional equipment and utensils.
6. Procedures used in ordering, receiving, storing and inventorying food and supplies.
7. Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
8. Budget preparation and control.
9. Record-keeping techniques.
10. Principles and practices of supervision and training.
11. Oral and written communications skills.

12. Interpersonal skills using tact, patience and courtesy.
13. Inventory methods and practices.

**ABILITY TO:**

1. Manage and coordinate the day-to-day food service operation at an assigned school site.
2. Assure compliance with District, State and federal requirements.
3. Plan well-balanced, nutritional and appetizing menus within a fixed budget.
4. Train others in the preparation and serving of food in large quantities.
5. Read, interpret, apply and explain rules, regulations, policies and procedures.
6. Schedule, supervise and evaluate staff.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Operate a computer terminal as required.
10. Plan and organize work.
11. Maintain records and prepare reports.
12. Communicate effectively both orally and in writing.
13. Work independently with little direction.

**Minimum Qualifications:**

Any combination equivalent to: high school diploma, G.E.D. Certificate OR demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years food service experience.

**Licenses and Other Requirements:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.