

**SURRY COUNTY PUBLIC SCHOOLS
FOOD SERVICE MANAGER
JOB DESCRIPTION**

Job Title: Food Service Manager
Salary Index: .49
Reports to: Food Service Supervisor
FLSA Status: Non-Exempt

SUMMARY

Serves the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- Maintains the highest standard of safety and cleanliness in the kitchen.
- Checks food shipments into the school, signs invoices only after each order has been verified.
- Determines the quantities of each food to be prepared daily.
- Determines the size of serving to meet the necessary age requirements.
- Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
- Records all food requisitioned from the storeroom, and records all meals served, designating with or without milk.
- Oversees the locking of the storeroom, and the maintaining of a correct monthly inventory.
- Orders on a weekly basis all necessary supplies.
- Reports immediately to the food service supervisor and principal any problem or accidents occurring in the kitchen or the cafeteria premises.
- Confers with the food service supervisor regarding any personnel problems. Reports to the food service supervisor any faulty or inferior quality food which is received.
- Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
- Performs other tasks as may be required including duties at special meal functions.

QUALIFICATIONS

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

High School diploma and one to two years related experience and/or training; or equivalent combination of education and experience.

SKILLS and ABILITIES

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of employees.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS In accordance with applicable laws.

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 regularly required to stand; walk; use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

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 is occasionally exposed to moving mechanical parts. The noise level in the work environment is moderate.

