



### FOOD SERVICE MANAGER

**Department:** Cafeteria

**Pay Grade:** 103

**FLSA Status:** Non-Exempt

#### **GENERAL PURPOSE**

Provides the student body with nutritious meals while maintaining a clean and efficient facility and an atmosphere of friendliness.

#### **ESSENTIAL JOB FUNCTIONS**

- 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.
- Receives food shipments for the school; signs invoices while verifying that all orders are correctly fulfilled.
- 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 the 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.
- Maintains an accurate monthly inventory.
- Orders supplies on a week-to-week basis as necessary.
- Reports any problems or accidents immediately to the food service supervisor and principal.
- 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
- Supervises the washing and sterilization of all dishes, silverware, and utensils.
- Performs other tasks as may be required--including duties at special meal functions.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High school diploma or its equivalent.
- Two (2) years of experience in a related field required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standards of cleanliness, food handling, and food preparation.
- Knowledge of kitchen safety procedures and guidelines.
- Skill in the effective maintenance and management of a kitchen facility.
- Skill in the production of large amounts of quality food.
- 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.
- 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.

### **WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, hot surfaces, electric equipment, sharp tools, and various types of food stuffs. The noise level in the work environment is moderate to high, and the temperature varies from temperate to hot.

### **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, feel, talk and hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is often required to walk. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date