

## **Food Services Manager Job Description**

Reports to: Building Administrator

Approved: May 2015

Revised: October 21, 2019

Reviewed:

### **Qualifications, Skills, and Abilities:**

1. Hold a High School Diploma or its equivalent.
2. Demonstrated knowledge of principles of nutrition, food preparation, health, and safety federal and state law, administrative rules, and Board policy governing school food services programs
3. Ability to perform simple bookkeeping, inventory procedures, and basic arithmetic functions
4. Knowledgeable about word processing, databases, spreadsheets, and reports
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Work well with students and staff
7. Excellent organizational skills
8. Maintain confidentiality of staff and students.

### **Job Summary:**

To provide leadership in developing and maintenance of the District's food service program. Ensure that students are served attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

### **Major Duties and Responsibilities:**

1. Ensure that the highest standards of safety and sanitation are followed in the kitchen and obey all, operation instructions, safety rules and regulations.
2. Inspect all food deliveries being made, check for quality and accuracy, and sign the invoices only after being inspected. Report to Supervisor any items that may be damaged, spoiled, short, or unacceptable in any way.
3. Ensure all food and supplies are stored properly and rotated using the First In, First Out (FIFO) standard.
4. Determine the quantities of food to be prepared for the day so that all students receive the proper amounts and there are minimal leftovers.
5. Order, prepare, and serve all food items as indicated on the monthly menu and test uniformity of recipes.
6. Determine if the finished product is of the best quality in both flavor and appearance before it is served.
7. Ensure that the preparation, serving, and storing of all food items meet the quality and sanitation standards set by the district.
8. Ensure that all portions sizes served to students and staff are correct and in full compliance with all state and Federal guidelines.

9. Ensure that all serving stations are fully stocked with food prior to each serving period in sufficient quantities and that the food is presented in an appetizing way.
10. Maintain correct holding temperatures of food.
11. Ensure that all leftovers are properly stored or disposed of.
12. Ensure that meal counts are taken at the point of service, following all state and Federal regulations, and are taken accurately.
13. Ensure that all required paperwork is completed in an organized, timely and accurate manner.
14. Operate cashiering system efficiently, count the monies and complete a deposit ticket, place all monies in a lock bank bag, complete all necessary paperwork.
15. Delegate job duties to ensure smooth workflow and completion of all tasks in a timely and efficient manner.
16. Report any problems or accidents occurring in the kitchen or cafeteria to the Principal/Superintendent.
17. Alert Principal/Superintendent of needed equipment repairs, maintenance, or new equipment needs.
18. Ensure compliance of all policies and procedures.
19. Create and foster a positive atmosphere; create good feelings about School Food Service in students, faculty, administrators, and others.
20. Receive and respond to complaints about food or service.
21. Adhere to established personal hygiene techniques and uniform requirements.
22. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
23. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, an effective work ethic, and nutritional habits.
24. Participate in appropriate in-service and workshop programs and attend any required meetings.
25. Use computers and/or electronic equipment to fulfill job functions.
26. Adhere to federal statues and regulations, State and local agency requirements, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
27. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal/Superintendent, and not otherwise prohibited by law or regulation.
28. Share information with staff and families on recommended nutritional snacks for birthdays, class parties, etc.

**Evaluation:**

Performance of this position will be evaluated annually by the Building Administrator in conformance with federal and state law, administrative rules, and Board policy.

**Note:**

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification. With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law).

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.