

FOOD SERVICE MANAGER - 2024-2025 School Year

Open until filled

SUMMARY: Under general supervision from school superintendent, direct/participate in the preparation, serving and selling of foods; to direct/participate in the cleaning of the kitchen and serving areas and in the cleaning and maintenance of equipment. Maintain student meal records, operate point of sale (POS) for student and adult food purchase. Knowledge of and ability to work within State and Federal requirement and regulations regarding meal programs, including National School Lunch and Breakfast programs (NSLP) and evaluation of applications for free and reduced-price meals. Supervises the food service assistant by preparing work schedules, assigning and directing work, training and enforcing work production standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare or assist in the preparation and cooking of foods following a predetermined menu and standardized recipes
- Supervises and participates in the cooking clean-up, and service of food for students and staff, including special programs and events requested by school superintendent.
- Maintains good quality standards, including portion control appearance and taste according to national standards.
- 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
- Ensures the cleanliness and sanitation of food preparation areas and equipment e.g., kitchen equipment and machinery, kitchen and dining room floors, food preparation surfaces, utensils, dishes, dining room tables.
- Initiates request for equipment and maintenance repairs
- Prepares, forwards and maintains accurate files of records and reports required including, but not limited to sales, charges, charge notices to parents, daily cafeteria report and production worksheet.
- 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.
- Keeps accurate daily counts of number of students served.
- Perform other tasks and assume other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Requires the ability to display knowledge of principles of basic food preparation including weights and measurement and storage procedures.
- Requires the ability to display knowledge of standards of personal hygiene, appearance, cleanliness, sanitation and safety.
- Requires the ability to display knowledge of effective methods of leadership and supervision.
- Requires the ability to display knowledge of preparation and service various food items in the appropriate quantity according to standardized recipes.
- Requires the ability to display knowledge of utilization of various cleaning agents according to label instruction and in accordance with prescribed safety precautions and directions.
- Requires the ability to perform accurate mathematical calculations.
- Requires the ability to use and care for food production equipment.
- Requires the ability to use small office equipment and computers.
- Requires the ability to maintain accountability for inventory/property management.

PHYSICAL DEMANDS

Perform strenuous and routine work, may involve significant standing, walking, pushing, pulling and carrying. Regularly stand, walk, use hand and fingers to handle or feel, reach with hand and arms, and stoop or knee, and is routinely required to lift and/or move up to 50 lbs.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure and stable work environment.

MINIMUM REQUIREMENTS

High School diploma or GED

Experience in quantity food preparation and service, including knowledge in the safe operation of commercial food service kitchen equipment.

Successful completion of ServSafe requirements within the first six (6) months of employment.

EVALUATION

Performance of this position will be evaluated annually

The successful candidate will receive on the job training in the current school year prior to assuming the position for 2024-2025 school year.

This is a 11-month full time position and is benefit eligible.

Salary Range: Depends on Experience and/or education

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