

Food Service Manager

FLSA Status: non-exempt

Last Revised: October 2016

Last Reviewed: July 2024

DEFINITION: Under general direction, the Food Service Manager plans, organizes, and supervises the ordering, receiving, storage, preparation, and service of food in a *school setting*.

DISTINGUISHING CHARACTERISTICS: This is the supervisory level position within the Food Service Department. Incumbents, in addition to performing the full range of duties described in the series, supervise, coordinate, and participate in food preparation and service.

RESPONSIBLE TO: Food Service Director

TERMS OF EMPLOYMENT: 9 months

PAY RATE: Refer to Classified Personnel Salary Schedule

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Establishes and maintains perpetual inventory control procedures for receiving, storing, and issuing supplies and food items.
2. Develops and implements methods to deter theft, spoilage, and waste of organization-purchased products.
3. Orders or supervises the ordering of food, paper, and kitchen supplies as necessary.
4. Supervises the receipt and inspection of all food materials for quality and quantity.
5. Extends and reduces recipes as required.
6. Prepares food service reports as required to account for materials used and costs involved.
7. Submits budget estimates as required.
8. Ensures employees are trained in the safe and proper use of various ovens, stoves, and other powered equipment such as industrial mixers, peelers, choppers, and slicers.
9. Provides for training in sanitary and proper culinary procedures.
10. Ensures compliance with established health and sanitation regulations.
11. Plans, assigns, and reviews the work of assigned staff.
12. Prepares and serves a variety of foods, such as soups, salads, meats, vegetables, breads, and desserts.
13. Operates kitchen equipment.
14. Cleans/disinfects kitchen, equipment, and surrounding areas where food is prepared/served.
15. Adjusts work assignments and schedules to maintain adequate staffing levels and responds to fluctuating workloads.
16. Evaluates employee performance.

17. Maintains close and constant surveillance to ensure the control and security of tools and equipment used in food preparation and service area as required in the work setting.
18. Resolves personnel problems, complaints, and formal grievances and recommends appropriate disciplinary action as needed.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Food values and nutritional requirements of adolescents;
- High volume food management including preparing and serving meals daily;
- Food inventory control techniques;
- Budgeting as related to food services management;
- Fire and safety hazards common to food preparation;
- Methods, materials, and equipment used in a high volume food service facility;
- Health, safety, and sanitation regulations and procedures related to food service;
- Supervisory techniques and practices;
- Performance evaluations and methods to correct deficiencies in productivity;
- Food storage and rotation; and
- Operation of commercial kitchen equipment.

Skill to:

- Maintain food and equipment inventories, and keep inventory records;
- Schedule staff and assign duties; and
- Keep and maintain accurate files and records.

Ability to:

- Make food substitutions based on nutritional values and availability of ingredients;
- Plan, organize, and schedule work assignments for food service personnel;
- Instruct others in safe and sanitary food preparation methods;
- Plan, organize, coordinate, and manage the preparation and service of meals daily;
- Ensure timely preparation of food items according to established serving schedules;
- Read, write, and follow oral and written instructions;
- Safely operate standard kitchen equipment and appliances;
- Clean kitchen/dining areas including sweeping, mopping, and vacuuming floors;
- Serve meals using established portion control; and
- Follow recipes and food preparation directions.

Required Certifications and Licenses:

ServSafe Managerial Certificate

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is: Possession of a high school diploma or equivalent and two years of experience in a high

volume food service operation that involves planning, organizing, and supervising work of others; purchasing food; meal planning; and preparation and serving of food.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to work in a kitchen environment for long periods of time. Strength and stamina to stand for long periods of time. Dexterity and coordination to handle various types of kitchen equipment. The ability to comprehend verbal orders and instructions. Some bending, reaching, squatting, and stooping to do minor maintenance checks on equipment. The manual dexterity and cognitive ability to operate kitchen equipment and prepare food under stressful conditions. Strength and ability to lift up to 50 pounds at times. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Work environment is generally clean with exposure to conditions such as smoke, noise, moisture, steam, and fumes. Work is normally performed inside a kitchen environment where noise levels may be high. Disturbances from customers may be frequent.

EVALUATION: Position is evaluated yearly by the Food Service Director

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____

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