

FOOD SERVICES MANAGER

DEFINITION

Under general supervision of the Administrator of Food Services, supervises, plans, organizes, and controls the operation of a comprehensive high school cafeteria; manages the high school food service operation within established standards to ensure nutritional adequacy, financial soundness, and thorough cleanliness; and performs related work as required.

CLASS CHARACTERISTICS

The incumbent is responsible for establishing and monitoring daily production schedules and supervising assigned staff to meet predetermined food completion and quality levels; assumes responsibility for food preparation, serving, and sales at a high school site; trains and supervises staff; and assumes responsibility for implementing promotions and special events at the site.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

REQUIRED CERTIFICATE

Some positions may require a Food Handlers Certificate.

EXAMPLES OF DUTIES

Assist with disseminating nutrition information to students, staff, and parents through menus, posters, surveys, meetings, internships, etc. *E*

Plans, assigns, and supervises work in the preparation, cooking, serving, and sale of foods including reimbursable meals, a la carte foods, sandwiches, salads, beverages, and snack items for a cafeteria or speed line; plans and coordinates catering events. *E*

Participates in the preparation and cooking of foods, including menu planning, food testing, and recipe development as needed. *E*

Participates in the selection and evaluation of food service personnel; trains and instructs new personnel in proper methods of preparing, cooking, serving, and accounting for foods. *E*

Assumes responsibility for the quality and quantity of foods prepared with the use of standardized recipes and portion control. *E*

Plans, organizes, and supervises food preparation for special events as necessary. *E*

Supervises snack bar operations and auxiliary service areas. *E*

Supervises student workers and cashiers. *E*

EXAMPLES OF DUTIES (cont.)

Supervises the cleaning and care of kitchen equipment and utensils; initiates requests for equipment repairs or replacement. *E*

Maintains effective sanitation and safety standards. *E*

Orders and requisitions foods and supplies in sufficient quantity and checks quality and condition upon delivery; takes monthly inventory of foods and supplies. *E*

Takes annual inventory of all equipment and utensils. *E*

Operates district vehicles. *E*

Keeps accurate records of daily activities as necessary for the National School Lunch and School Breakfast programs; prepares written reports and submits them to the Administrator of Food Services. *E*

Responsible for the collection and preparation of money for banking and appropriate banking record keeping. *E*

Issues, records, maintains, and monitors free and reduced-price meal passes and back-up information as required by the State Department of Education. *E*

Maintains harmonious relationships with school personnel, parents, and students. *E*

Operates office equipment and personal computer. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Proper methods of preparing, cooking, baking, and serving foods, including skilled cooking, and preparation of salads and baked goods;
2. Proper methods of maintaining food service facilities in a safe, sanitary condition;
3. Nutrition requirements of a reimbursable meal program;
4. Quantity cooking and foods portion control;
5. Basic math;
6. Record keeping techniques;
7. General principles of supervision, personnel motivation, and training;
8. Personal computer and computer software applications;
9. Appropriate safety precautions and procedures; and
10. Laws and regulations relating to school food service programs.

Ability to:

1. Operate and schedule a food preparation program;

Ability to: (cont.)

2. Prepare large quantities of foods skillfully;
3. Operate equipment found in a school food service facility;
4. Instruct and supervise other workers;
5. Requisition proper amounts of foods and supplies;
6. Supervise the handling of money keeping appropriate records;
7. Maintain records and prepare accurate reports;
8. Analyze and devise efficient and effective food service production methods and techniques;
9. Operate office equipment and personal computer;
10. Operate a vehicle observing legal and defensive driving practices;
11. Write and speak effectively;
12. Establish and maintain cooperative relations with those contacted in the course of work; and
13. Maintain a work pace appropriate to a given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Recent, responsible experience in food preparation and service including one year of supervisory/managerial level experience or equivalent combination of experience and education which provides the required knowledge and abilities including supervision, menu planning, nutrition, work simplification, record keeping, food service purchasing, and fundamentals of training.

WORKING CONDITIONS

Environment:

Food service facility environment; subject to heat from ovens and cold from walk-in refrigerators and freezers.

Physical Abilities:

Standing and walking for extended periods of time; moderate lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds; and dexterity of hands and fingers to operate kitchen equipment and utensils. Essential and marginal functions may require maintaining physical condition necessary for walking, standing, bending, kneeling or sitting for prolonged periods of time.

Hazards:

Exposure to hot foods, equipment, and metal objects used in cooking and baking; exposure to sharp knives and slicers; exposure to detergents, abrasives, cleaning solvents, and disinfectants.

Special Requirements:

Willing to work evening or variable hours including weekends; willing to wear hair net and uniform.