

SENIOR FOOD SERVICES MANAGER

DEFINITION

Under general supervision of the Administrator of Food Services, assists with the operation of the central kitchen, high school cafeterias, and sites; manages the central kitchen within established standards and financial soundness; serves as floating manager and takes charge of a cafeteria in the absence of the regular manager; performs administrative duties in the central office as well as in the short-term absence of the Administrator of Food Services; and performs related work as required.

CLASS CHARACTERISTICS

The incumbent supervises large scale food preparation for transport to District high schools and satellite sites and the food preparation, serving, and sales at one high school site; assists the Administrator of Food Services with the monitoring of school operations, training, promotions, and special events.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Coordinates the central kitchen operation within the district; supervises the preparation, cooking, and transport of food to district high schools and satellite sites. *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 and 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*

Processes orders and maintains necessary records; maintains effective safety and sanitation standards for the distribution of large quantities of food prepared for other high schools in the district and any outside contract agencies. *E*

Trains and instructs new personnel in proper methods of preparing, cooking, serving, and accounting for foods. *E*

Requisitions appropriate food stuffs and supplies; checks quantities and condition of ordered foods and supplies upon arrival; takes inventory of foods and supplies; keeps a variety of records and prepares written reports. *E*

Assists with the planning and implementation of equipment usage, maintenance, and repairs. *E*

EXAMPLES OF DUTIES (cont.)

Assumes the responsibility for the collection and preparation of money for banking. *E*

Assists the Administrator of Food Services with a variety of administrative tasks for the efficient operation of the district-wide food service program; plans menus; coordinates catering events; performs food cost analysis; develops promotions and marketing strategies; verifies and monitors surplus foods; plans and implements training programs for food service personnel; supervises cafeteria in absence of regular manager. *E*

Assists with bid preparation and specifications for food, supplies, and equipment; assists with supervising the operation of the warehouse facility and delivery route. *E*

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

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

Operates district vehicles. *E*

Operates office equipment and personal computer. *E*

Interacts with students, staff, administrators, and the community. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Proper methods of preparing, cooking, baking, and serving foods;
2. Proper methods and practices of large scale food preparations;
3. Nutrition requirements of a reimbursable meal program;
4. Quantity cooking and food portion control;
5. Basic math;
6. Record keeping techniques;
7. General principles of supervision, personnel motivation, and training;
8. Appropriate safety precautions and procedures;
9. Laws and regulations relating to school food service programs;
10. Principles and practices of work simplification;
11. Methods and procedures for requisitioning, receiving, and storing of food items and supplies;
12. Personal computer and computer software applications; and
13. Maintaining food service facilities in a safe and sanitary condition.

Ability to:

1. Prepare large quantities of food skillfully;
2. Operate and schedule a large quantity food preparation program involving food transport;

Ability to: (cont.)

3. Review, analyze, and devise efficient and effective food service production methods and techniques;
4. Maintain records and prepare accurate reports
5. Supervise the handling of money and keep appropriate records;
6. Instruct and supervise other workers;
7. Operate equipment found in a school food service facility;
8. Requisition proper amounts of food and supplies;
9. Develop and implement marketing surveys and promotions;
10. Write and speak effectively;
11. Operate personal computer;
12. Operate a vehicle observing legal and defensive driving practices;
13. Establish and maintain cooperative relations with those contacted in the course of work; and
14. Maintain work pace appropriate to given work load.

EDUCATION

College level courses in institutional food management, quantity food preparation, and nutrition or closely related area.

EXPERIENCE

Recent experience in food preparation and service including three years 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, general accounting, food service purchasing, and fundamentals of training. Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

WORKING CONDITIONS

Environment:

Food service facility environment; subject to heat from ovens; cold from walk-in refrigerators and freezers; noise and steam in food production kitchens; exposure to heavy kitchen equipment. Employees may also be required to have skin contact with detergents, abrasives, cleaning solvents, and disinfectants.

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; 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 nights and weekends several times a year. Willing to wear hair net or uniform. Willing to work evening or variable hours including weekends.