

Magnolia School District

FOOD SERVICE MANAGER

DEFINITION

Under the supervision of the Food Service Director or Designee, independently directs, plans, participates, organizes and coordinates the operation of a school cafeteria within established standards to ensure nutritional, health, safety, sanitation, and financial soundness; adheres to recipes, regulations, and standards; overall operation of scratch cooking kitchen and managing three (3) or more employees; perform related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Trains, assigns, and supervises the performance of assigned food service, and student workers;
- Prepares work schedules;
- Assures and participates in compliance with work production standards; lead and participate in portion control;
- Assures menu components meet the requirements for the reimbursable meals at point of sale as specified by the U.S. Department of Agriculture and the State of California;
- Oversees and participates in the food preparation duties;
- Prepares bagged lunches for field trips and other outings;
- Prepares additional food items and alternatives as needed;
- Follows the school schedule in completing meal service within a prescribed period of time;
- Adheres to meal accommodations for students with special dietary needs;
- Ensures/orders necessary amount of food and supplies and checks against invoices as they are received for all deliveries;
- Insures proper record keeping and inventory controls of food, equipment, material and supplies;
- Stores at the proper temperatures, and regulations;
- Notifies appropriate person of any errors in delivery;
- Establishes a systemized procedure for the rotational use of foodstuffs, supplies, and materials;
- Follows menus, performs and provides leadership in cooking and/or baking as needed;
- Supervises and maintains food quality standards insuring that foods are appetizingly prepared and served and the time required for the cooking and baking of a variety of foods;
- Using and or adjusting amount served in standardized recipes, Follows Food Buying Guide, recipes and portion control;
- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel;
- Use of current District technology and software;
- Operates a computer to maintain food service records, and sales;
- Assists employees with problem solving solutions with work related issues;
- Assists with interviewing and selecting food service personnel as needed;
- Rotation is normally required, so all employees will learn food service tasks;

- Follows and supervises prescribed procedures to protect the anonymity of students who qualify for free and reduced meals;
- Follows approved housekeeping and safety practices (HACCP) to assure that sanitary and safe conditions are maintained in the kitchen and food service areas;
- Initiates work orders;
- Provides food service for approved special events as requested by school administrators and approved by the Food Service Director;
- Is responsible for cashier duties from receipt of money to deposit;
- Inputs data into the computer; review and monitor employee time sheets, negative balance reports/letters and collects monies owed the cafeteria fund;
- Initiates additional student interest in the school meal programs through nutritional promotion;
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information;
- Attend a variety of meetings as assigned;
- Recommends improved food service procedures;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Personnel supervision, training, evaluation and motivation methods and techniques;
- Current local, state and federal food service regulations and laws;
- Methods, procedures and techniques for preparing, scratch cooking, baking and serving foods in large quantities;
- Sanitation and safety practices and procedures; HACCP
- Safe use, care, operation, and maintenance of institutional cafeteria appliances and equipment;
- Menu planning nutrition and Offer vs. Serve program requirements;
- Federal and State lunch, breakfast and snack program requirements;
- Accommodating children with special dietary needs;
- Record keeping, money handling, PDA, and computer use;
- Proper methods and procedures for requisitioning, receiving and storing of foodstuffs and supplies;
- Storage and rotation of perishable foods;
- District organization, operation, policies and objectives;
- Passes district Food Service Manager Test;
- Current District technology and software;
- Knowledge of Magnolia School District Wellness Policy.

Ability to:

- Effectively evaluate, organize, schedule, and direct comprehensive food service program;
- Maintain and monitor work schedules, scratch cook;
- Provide constructive input to Food Services Director or designee regarding employee performance;
- Prepare and serve a variety of foods in large or batch quantities; in accordance with health and sanitation regulations;
- Operate and maintain nutrition service machines and equipment;
- Adhere to breakfast, snack and lunch program guidelines and requirements;

- Compile data maintain and prepare clear and concise reports to properly complete and submit paper work;
- Understand and carry out oral and written directions;
- Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public;
- Organize, plan, train, evaluate, and supervise personnel;
- Meet schedules and time lines;
- Prepare breakfast and lunch and serve attractively, with a minimum of food waste;
- Maintain work pace appropriate to given work load;
- Safely operate industrial food service equipment;
- Combine student meal preparation with catering for District needs;
- Operate current district technological tools effectively (PDA and Computers);
- Perform arithmetical calculations; use Food Buying Guide;
- Record keeping, money handling, preparing bank deposits, and collection procedures of delinquent accounts;
- Receive and store food items and supplies; proper lifting techniques;
- Understand proper procedure for ordering food and supplies from vendors;
- Follow a menu and develop necessary revisions; basic weights and measures in food preparation and arithmetic calculations; methods of following and adjusting recipes
- Problem solve;
- Use proper email and phone etiquette;
- Comply with current local, state and federal food service regulations and laws;
- Take on new responsibilities and adapt to changing situations.

Experience:

- Three (3) successful years of experience in a quantity food preparation;
- Scratch cooking in a commercial, institutional or school food service setting;
- Three (3) successful years as a Food Service Assistant Manager (preferred).

Education:

- High School graduation or equivalent, supplemented by training/experience in food preparation planning, safety, sanitation, supervision or other closely related areas.
- Post-secondary Education – Preferred.
- Possess and maintain current valid Safety and Sanitation Certificate required.
- Pass a rigorous District test related to the field applied.

LICENSE

- Valid California driver’s license required.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons are regularly required to talk or hear and taste and smell.
- Persons performing service in this position classification will exert up to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. For heavier items, assistance is required.
- Depending on the work location, this assignment may involve standing most of the time, often in confined areas, but will involve reaching overhead, above shoulders, walking, bending, squatting or sitting for brief periods. Persons performing this service will work in

a noisy kitchen with routine exposure to heat, cold, and steam resulting from preparing and maintaining food at proper temperatures.

- This assignment will result in frequent exposure to cleaning chemicals and fumes.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate food service related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 35

Revised: 4/15/74; 4/26/99; 6/28/82; 4/17/07; 6/20/13; 5/20/14; 6/30/16; 11/2/2018

Approved: 12/2018

EQUAL OPPORTUNITY EMPLOYER
