

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: FOOD SERVICE MANAGER

CLASS: Support Personnel

LEVEL: Food Service Manager

DEPARTMENT: Child Nutrition Program

SUPERVISORS: Principal; Director of
Child Nutrition Programs

SERVICE TYPE: Classified

FLSA: Non-exempt

SALARY: BCS Salary Schedule

TERMS OF EMPLOYMENT: 185 Days

JOB GOAL:

To serve students attractive and nutritious meals at a reasonable cost in an atmosphere of efficiency, cleanliness, and friendliness to carry out the mission of the Child Nutrition Program in the Bibb County Schools.

MINIMUM QUALIFICATIONS

1. High school diploma or GED recognized by the SDE.
2. Verified proof of three (3) years' successful experience in institutional or other food service organization requiring the preparation and planning of menus, large scale cooking, and preparation and serving large numbers of meals, OR
3. Verified proof of three (3) years' successful experience in Child Nutrition Programs.
4. Possess and maintain valid Alabama driver's license.
5. Able to obtain Serv-Safe certification within 12 months of employment.
6. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
3. Maintain the highest standards of safety and cleanliness in the kitchen.
4. Plan nutritious school breakfast and lunch menus that meet the requirements set forth by the USDA.
5. Provide food according to standardized recipes.
6. Determine the quantities of each food to be prepared daily.
7. Order all necessary food and supplies on a weekly basis following guidelines established by state and local Boards of Education.
8. Receive and verify orders.
9. Maintain current USDA and purchased food inventory.

10. Report immediately to the Principal any problem or accident occurring in the kitchen or the cafeteria premises.
11. Confer with the Principal and the CNP Director on any personnel problems.
12. Maintain records as required by the CNP.
13. Participate in activities that promote good public relations with students, teachers and the community.
14. Ensure HAACP policy is on file and in place in the cafeteria.
15. Complete SERVSAFE certification requirements.
16. Supervise the preparation and serving of menus at the school.
17. Prepare after-school snacks and production.
18. Assist in evaluation of lunchroom personnel.
19. Exhibit personal grooming and dress appropriately for food service.
20. Be familiar with BCS Board policies.
21. Maintain confidentiality of BCS related business.
22. Maintain credentials to operated vehicles as necessary to accomplish work tasks.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full shift and overtime if requested.
2. Knowledge of equipment and supplies in the Child Nutrition Program.
3. Knowledge of foods and food management requirements.
4. Knowledge of USDA and HAACP regulations.
5. Knowledge of Board policy and CNP regulations.
6. Ability to prepare and implement payroll procedures.
7. Ability to plan and implement a breakfast program as assigned.
8. Ability to work with and supervise employees.
9. Skill in completing On the Job Injury monthly and weekly reports and all other required reports.
10. Ability to request and receive materials and supplies.
11. Ability to schedule workers for the most efficient production of time and resources.
12. Ability to read and follow oral and written instructions.
13. Ability to do simple mathematics; ability to account for lunchroom funds as required.
14. Ability to learn prescribed preparation methods of handling food supplies.
15. Basic skills on computer; ability to organize/file and retrieve information as needed.
16. Ability to work with supervisors, teachers, students and parents effectively.
17. Ability to follow and to pass required sanitation standards and training.
18. Ability to think logically and systematically, learn technical skills of quality food production and use and care for equipment.
19. Ability to work under pressure and with time constraints.
20. Ability to read and interpret recipes and instructions.
21. Ability to use equipment timers and controls.
22. Ability to use ingredient scaling equipment.
23. Complete assigned work tasks with a positive attitude.
24. Ability to read chemical product sheets and follow required safety procedures while using and cleaning food preparation equipment.
25. Ability to use food preparation equipment that dice, mix, slice, cut, chop, fry, bake, steam, braise, broil, boil, and puree using required manufacturer's safety recommendations.

26. Ability to disassemble, clean and reassemble food preparation and cleaning equipment.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Lift up to 50 pound food cases from floor level to storage shelves, located from one (1) to five (5) feet from floor on a regular basis.
2. Lift and use floor cleaning equipment to sweep, mop, and/or scrub, as needed.
3. Free of diseases which may be transmitted by food.
4. Empty 50 gallon trash receptacle into an eight (8) yard dumpster occasionally.
5. Transfer hot food pans from food preparation equipment to serving areas on a regular basis.
6. Turn, twist, squat, kneel, balance and reach on a daily basis.
7. Work in cold, hot, or humid kitchen environment on a regular basis.
8. Stand for long periods of time during food preparation.
9. Strength, dexterity, agility, and visual and aural acuity to perform all assigned work tasks.

EVALUATION:

Job performance for non-probationary employees will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.