

BUILDING FOOD SERVICES MANAGER

Purpose Statement

The job of Building Food Services Manager was established for the purpose/s of supervising food services activities at assigned sites; organizing food preparation activities; assisting cafeteria workers with food preparation and serving; confirming that quantities and quality of food items are available for use; providing written reports; coordinating the Districts catering program and/or satellite services; and complying with mandated health requirements.

This job reports to Director-Nutritional/Warehouse Services

Essential Functions

- Conducts training sessions and/or periodic site reviews of assigned school and designated satellite kitchens for the purpose of improving skills, assisting others in maintaining appropriate inventory levels and/or making recommendations concerning operating procedures.
- Coordinates budget activities (e.g. reconciles accounts/transactions; plans and controls the budget with others in the department and/or subdivision, etc.) for the purpose of meeting department objectives within budget and ensuring accuracy.
- Coordinates catering services for a variety of activities including set up, organization, preparation, clean up, and billing (e.g. coffee services, luncheons, banquets, etc.) for the purpose of providing an enhancement to the purpose and goals of the District.
- Determines the type of materials, equipment, supplies to be used or purchased (e.g. procures materials/equipment/supplies, etc.) for the purpose of ensuring the availability of items as needed to complete projects.
- Manages site operations (e.g. coordinates satellite services and/or catering services, monitors area, implements menu plans, health inspections, preparation/temperature of food, maintains food service equipment, estimates food preparation amounts, etc.) for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health/sanitation standards.
- Monitors and implements processes for the purpose of ensuring compliance with legal and administrative requirements.
- Participates in meetings, conferences, etc. (e.g. manager meetings, staff training, site assistants, student groups, etc.) for the purpose of conveying/receiving information and/or enhancing professional skills/knowledge.
- Performs functions as required of another position within area of responsibility (e.g. cafeteria worker, lunch server, breakfast server, assistant cafeteria manager, etc.) for the purpose of providing overall coverage of food service operations.
- Prepares written materials (e.g. reports on operations and activities, bills on food items, inventories, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Receives payments from students and/or parents (e.g. lunch monies, fees, fines, etc.) for the purpose of reconciling accounts/charges or returned checks.
- Responds to inquiries of students, staff and the public for the purpose of providing information regarding the type and/or cost of meals; and or resolving complaints in a timely manner.
- Supervises assigned personnel (e.g. hiring, evaluating, terminating, scheduling and coordinating/reviewing activities, professional development/training, advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in quantity food preparation; planning and managing projects; preparing and maintaining accurate records; operation of modern office equipment including computer equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: quantity cooking; health standards and hazards; operations, services, and activities of a school food service program; principles of supervision and training; pertinent Federal, State, and local laws, codes, and regulations; basic principles, methods, and techniques of inventory maintenance; use and operation of weighing and measuring devices; and proper food handling and storage practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied backgrounds; providing direction and leadership; adapting to changing work priorities; working within time constraints; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 60% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Food Handlers/ServSafe Certificate by NRA within one year of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

10/15/2013

Salary Grade

Exempt 53X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____