



Position Title: **Food Service Manager**

Department: Administration

Reports To: Director of Operations

**SUMMARY:** Directs the districts food service program in conformance with county, state, and federal regulations and requirements including public health and safety.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Develops the school food service program and plans all menus which provides a practical application of sound nutrition as a means of improving the health and nutrition of students
2. Makes application for all federal surplus food and food subsidies and is responsible for the distribution
3. Responsible for accurate record keeping by food service managers and the compilation of monthly meal count reports, and reports required by local, state and federal regulations
4. Maintains centralized confidential data for all applications for free and reduced meals for the district
5. Informs patrons and community regarding the menus and services offered by the school cafeteria and the educational and health benefits gained by children participating in the school food service program
6. Interviews, screens and recommends appointment of all cafeteria personnel
7. Train personnel to maintain high standards of sanitation and safety in all phases of the school food service program, including preparation, serving and storing of food and the proper handling of supplies and equipment
8. Inspects school lunch facilities and operations to ensure the standards of diet, cleanliness, health and safety are being maintained
9. Ensures that all equipment in kitchens is in good working condition
10. Prepares and administers the departmental budget
11. Purchases all food and supplies, maintains accurate inventory and directs the distribution of product to all kitchens
12. Prepares specifications and bid conditions for all items as required by board policy and/or federal regulations
13. Maintains required records of all requisitions and purchases for the school food service program
14. Attends monthly board meetings as directed
15. Corresponds with district staff and stakeholders via email
16. May be asked to translate, if applicable
17. Maintains regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** Manages head cooks, warehouseman, and food service workers. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Oregon Food Handlers Certificate required.

**EDUCATION AND/OR EXPERIENCE:** Bachelor Degree in food science, home economics, or related field with a major emphasis in institutional management, dietetics, food and/or nutrition preferred. One year of successful experience in food service management role. Current member of Oregon School Nutrition Association and willing to work towards OSNA Certification. Attend food shows/classes/training when appropriate.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**WRITING SKILLS:** Ability write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the district.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts of discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates. Ability to proofread and cross check work for accuracy.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Working knowledge of quantity food preparation, sanitation principals, menu planning, inventory control, record keeping, and production schedules. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, crawl or climb stairs occasionally. In an 8 hour day, employee may: stand/walk 1-4 hours; sit 4-6 hours. Employee may use hands for repetitive single grasping and fine manipulation. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is required to meet deadlines with severe time constraints and work irregular or extended work hours.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

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Signature

\_\_\_\_\_  
Date