



Fremont Union High School District

Position: Food Services Manager

Work Year: 12 months

Summary of Basic Functions & Responsibilities

Under general direction plans, organizes, and directs the district-wide food services program, including planning, purchasing, cost control, and personnel training functions. Understands and works effectively with people from other cultures.

Essential Duties & Responsibilities

As assessed by the Superintendent's designee, the outcomes of the Manager of Food Services' job performance will be as follows:

- Programs and operations of the school cafeteria will have been appropriately managed towards the goals of fiscal responsibility as established by the Board of Trustees.
- The basic menu pattern and price structure will have been adequately established at the beginning of each school year with the approval of the Board of Trustees.
- The school lunch program will have been consistently managed to adequately meet the present meal patterns as established by the California Department of Education Nutrition Services & the USDA.
- The manager will have effectively analyzed and interpreted daily, monthly, and annual reports for the efficient establishment of work assignments at each school.
- All resources available will have been efficiently analyzed in order to establish sales prices and procedures that met all program costs.
- The Manager of Food Services will have competently written annual bids covering all foods purchased after testing and evaluating procedures.
- The Manager of Food Services will have capably researched food service equipment and obtained quotes and bids on items deemed necessary for the efficient management of the cafeterias.
- The Manager of Food Services will have competently established amounts of government commodity foods to be secured; efficiently distributed the foods and overseen the storage and usage; developed recipes as needed to adequately use available foods.
- Helpful assistance to supervisors in efficient layout of equipment for more effective meal service will have been provided.
- Annual departmental budget estimates will have been competently prepared.
- Effective and adequate record and reporting systems that will provide continual efficient analysis of the program and satisfy state and Federal requirements will have been established.
- A climate of cooperation to accomplish mutual objectives with all personnel, especially encouraging innovative and productive practices will have been established.
- With the cooperation of the Human Resources Department, capable and efficient personnel as needed will have been interviewed, evaluated, and employed.
- The Manager of Food Services will have adequately trained Food Services Supervisors so that they efficiently perform management duties and serve nutritionally balanced meals that are attractive and cost effective.
- The Manager of Food Services will have on a daily basis monitored performances of employees and provided helpful assistance in work simplification methods.
- The basic operational record keeping reports of each cafeteria unit and the establishment of cost controls will have been competently monitored.
- The Manager of Food Services will have on a daily basis consistently checked cafeteria units for cleanliness and operational efficiency.

- All food products will have been continually checked for quality, quantity, and general presentation.
- The Manager of Food Services, with the Food Services Supervisors, will have established student evaluation committees for better communication with the student body. Surveys, evaluations, and product testing will have been done.
- The Manager of Food Services will have used initiative and creativeness in devising and adopting new methods for improving the school food services program.
- Cooperative and effective relationships with principals, certificated and classified staff will have been established and maintained.
- Timely and effective communication regarding incidents and/or situations, which might impact the district office/schools, will have been consistently provided to appropriate district personnel.
- Annual objectives deemed appropriate by the supervisor will have been established.
- Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
- Other duties assigned by the supervisor will have been effectively accomplished.
- Assist in selection of food services personnel; train and evaluate personnel; conduct meetings with assigned personnel to provide technical work direction and general information.

Qualifications

Knowledge and Abilities:

- Principles and practices of administration, supervision, and training
- Procedures and equipment used in preparation and serving food
- Food values and nutrition, including proper combinations and substitutions
- Food preparation
- Basic operational record keeping and cost controls
- Basic computer skills
- Serve Safe Certified

Education and Experience:

- Equivalent to an A.A. degree in dietetics, food service management, home economics, business administration, or related field.
- Three years of supervising experience in food service management, including responsibility for organizing and training personnel, financial controls, food purchasing, menu planning, and preparing and serving of foods in a school district, public institution, or large commercial establishment.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Personal Characteristics:

- Character, personality, appearance, ability to work with others, able to work effectively in high stress situations.