

# School District of Lodi

## Food Service – Level III

(A)9/9/19

POSITION TITLE: Central Food Service Manager

### POSITION SUMMARY:

These positions assists with preparation and service of high quality menu items as part of the Districts School Nutrition program while managing the activities and staff at the central food service site.

### EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Two or more years of experience in school nutrition program or comparable experience in the food service or customer service industry.
- Possess or have demonstrated experience in maintaining high standards of safety and hygiene in the delivery of consumable food products.
- Is able to use or be trained to use computer software such as but not limited to Google, Word, and Excel.
- Two or more years of staff management experience.
- Two or more years of experience in the area of quantity food production.

### SKILLS AND QUALIFICATION

- Ability to problem solve and work with a variety of people in a fast paced environment.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format.
- Ability to interact and communicate effectively and in a positive manner with all co-workers, district staff, students, parents, and community members.
- Ability to speak effectively before a group of students, district staff, parents, and community members.
- Ability to work with other people and communicate effectively with staff, students, parents, and community members.
- A commitment to make the District's School Nutrition program operate efficiently, while providing district staff, students, parents, and community members with a high quality food service experience.

### ESSENTIAL JOB FUNCTIONS

- Complete accurate forms and records.
- Oversees the Food Service Program and can operate the IC POS system.
- Maintain the yearly minimum required CEU/training as required by the USDA/DPI School Nutrition Departments.

- Maintain membership in the SNA-WI Organization and certification program.
- Possess and maintain a valid Servsafe Certification status.
- Is knowledgeable about and serves meal items in accordance with all district and DPI guidelines.
- Proficiency in preparing and serving all menu items.
- Effectively completes all daily tasks as assigned.
- Ensures that all HACCP and safety guidelines are followed.
- Proficiency in ordering and receiving all food and supplies according to district food service guidelines.
- Efficiently manages the daily tasks of the Satellite Food Service Managers and Central kitchen Food Service Servers.
- Ability to complete a minimal amount of tasks, in the absence of the Director of Food Service, on a temporary basis.
- Works cooperatively with the Director of Food Service and food service contractors to ensure that only approved district food service items are ordered that comply the current food service guidelines...
- Transition to other food service tasks and responsibilities in the absence of co-workers.

**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 classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job classifications, the employee is regularly required to stand; walk; use hands and fingers to handle and prepare food service items.
- The employee may frequently squat, stoop or kneel, reach above the head and reach forward.
- The employee will frequently bend or twist more than the average person while performing the duties of this job classification.
- The employee may frequently lift and/or move up to 20 pounds when preparing food service items.
- The employee may sometimes push/pull items such as tables and chairs.