

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

JOB DESCRIPTION

TITLE: **Food Service Manager**

QUALIFICATIONS:

1. High School Diploma or equivalent required; Associate's degree or additional coursework preferred.
2. Certified or certifiable as Food Protection Manager
3. Prior managerial or supervisory experience, preferably in school food service.
4. Training and experience in food preparation required.
5. Ability to keep accurate records and make reports.
6. Has physical strength necessary to perform occasional lifting and carrying and holds certification of occupational fitness.
7. Personal grooming suited to working in a food service facility.
8. Ability to work cooperatively with all personnel and patrons.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: School Business Official and Superintendent

SUPERVISES: Food Service workers assigned to building.

JOB GOAL:

To organize, administer, and ensure the smooth and efficient operation of food services for the ultimate health, comfort and benefit of its patrons.

To serve the patrons attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and *friendliness*.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

PERFORMANCE RESPONSIBILITIES:

1. Instructs, supervises and evaluates food service personnel.
2. Maintains accurate records for the proper control and management of money, food, supplies and other costs.
3. Assists in development of standard recipes and portions to be used in food preparation.
4. Maintains the highest standards of safety and sanitation in all phases of the food service operation.
5. Assists in the preparation and serving of all food to patrons in an efficient and pleasant manner.
6. Oversees and participates in the daily cleaning and/or sanitizing of dishes, pots, pans and utensils as well as kitchen, serving, and storage areas.
7. Checks and/or verifies deliveries of food and supplies to the cafeteria.
8. Maintains an accurate monthly inventory of all food and supplies.

9. Determines the quantities of all foods to be prepared daily.
10. Directs and supervises the daily workflow of cafeteria employees and arranges for substitute workers when required.
11. Assures that serving size of food is in accordance with government regulations and prepares meals according to a planned menu.
12. Orders food and supplies as needed or as directed by the Student Services Coordinator.
13. Reports immediately to the Student Services Coordinator any problem or accident that may occur in the cafeteria area.
14. Prepares daily deposits from food sales including vending machines.
15. Prepares and administers the daily sale of tokens/tickets.
16. Supplies the Student Service Coordinator with any information required by him/her.
17. Maintains professional competence through attendance at in-service education activities provided by the District and/or the Student Services Coordinator.
18. Attends meetings as directed by the Coordinator.
19. Regular, reliable attendance
20. Performs such other tasks and assumes such other responsibilities as the Student Services Coordinator or his/her designee may from time to time assign.

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a kitchen setting where noise level in the work environment is usually moderate. This position also requires an individual to work in a school cafeteria setting where the noise level in the work environment can be moderately high.

TERMS OF EMPLOYMENT & EVALUATION:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667. Evaluation will be in accordance with district policy and collective bargaining agreements.

APPROVED BY: Westport School Committee **DATE:** September 25, 2000
REVISED: November 8, 2005
REVISED: Fall 2008
REVISED: February 29, 2016

REVIEWED AND AGREED TO BY: _____ **DATE:** _____