

NAME:
TITLE: Food Service Manager

- QUALIFICATIONS:**
1. Is physically able to work in a standing position for prolonged periods and to walk much of the time during the day
 2. Is able to work in warm surroundings.
 3. Has manual dexterity to handle knives and other pieces of kitchen equipment such as slicers, mixers, choppers, and scales.
 4. Is able to lift materials weighing up to 45 pounds.
 5. It is recommended that the Manager complete School Food Service Management Short Courses I, II, III and attend meetings and workshops offered to further their education.

REPORTS TO: Food Service Director

- JOB GOALS:**
1. Has charge of the Food Service Program in one kitchen. Works under the supervision of the School Food Service Director or Supervisor.

TERMS OF EMPLOYMENT: 9 month contract at hourly rate subject to 30 day notice

EVALUATION: Performance of this job will be evaluated in accordance to the procedure established by the Food Service Director and the expectations relating to the position goals and performance responsibilities.

PERFORMANCE RESPONSIBILITIES:

<i>Meets</i> <u>Expectations</u>	<i>Needs</i> <u>Emphasis</u>	
_____	_____	1. May order foodstuffs and supplies for his\her school.
_____	_____	2. Supervises food service personnel.
_____	_____	3. Maintains standards of sanitation in the kitchen.
_____	_____	4. Understands and practices good nutrition in the preparation and serving of food.
_____	_____	5. Maintains good public relations with students, parents, faculty, and community.
_____	_____	6. Assist with food preparation and other kitchen operations, including washing of pots and pans and cleaning duties.
_____	_____	7. Keeps up inventory cards daily, and takes inventory quarterly of all items on hand.
_____	_____	8. Is responsible for standardizing recipes.
_____	_____	9. Recognizes properly prepared food items by sight, taste, and smell.
<i>Meets</i>	<i>Needs</i>	

Expectations **Emphasis**

- | | | |
|-------|-------|---|
| _____ | _____ | 10. Must be able to operate and demonstrate all kitchen equipment and utensils and be able to train new personnel. |
| _____ | _____ | 11. Responsible for the personnel standards of dress, cleanliness and general appearance of all foodworker employees. |
| _____ | _____ | 12. Perform other duties as directed including those of Foodworker I, Foodworker II, and Cook. |
| _____ | _____ | 13. Practice safety first. |

- | | | |
|-------|-------|--|
| _____ | _____ | Attendance |
| _____ | _____ | Punctuality |
| _____ | _____ | Dependability |
| _____ | _____ | Relationship with Other Personnel |
| _____ | _____ | Relationship with Students/Public |
| _____ | _____ | Quality of Work |
| _____ | _____ | Cooperation |
| _____ | _____ | Work Habits (Neatness, Speed, Etc.) |
| _____ | _____ | School Ethics (Confidentiality, Loyalty) |
| _____ | _____ | Other _____ |

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____