

## Food Service Manager II

### Purpose Statement

The job of Food Service Manager II is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

This job reports to Director of Food & Nutrition Services or Designee

### Essential Functions

- Cleans utensils, equipment, and the storage, food preparation and serving areas (e.g. kitchen equipment, etc.) for the purpose of maintaining sanitary conditions.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance and temperature (e.g. portion, temperature, nutrition, etc.) for the purpose of presenting items that will be accepted by students and/or staff.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Manages assigned site operations (e.g. supervise personnel, handles money for pickup, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Monitors kitchen and cafeteria areas (e.g. unlock/lock cash registers and computers, restock supplies, etc.) for the purpose of ensuring a safe and sanitary working environment.
- Orders food, equipment and supplies (e.g. milk, bread, produce - all supplies needed for site, etc.) for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Oversees food service workers (new employees and substitutes) and other personnel as assigned (e.g. orients, trains, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Oversees the preparation, cooking, serving and transportation of food and beverage items (e.g. pack out, on site, carts, etc.) for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.

- Participates in department meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of documentation (e.g. health department records/evaluations, refrigerator logs, transport records, menu production, site worksheets, accident reports, cashier sheets, etc.) for the purpose of providing written support and/or conveying information.
- Responds to inquires of students, staff and the public (e.g. complaints, special diet requests, etc.) for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** .

#### **Required Testing**

Pre-Employment Proficiency Test

#### **Certificates and Licenses**

Driver's License & Evidence of Insurability

SafeServ Managers Certificate

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

12/13/2016

**Salary Grade**

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