

Food Service Operations Manager

Purpose Statement

The job of Food Service Operations Manager is done for the purpose/s of providing support to the food service activities 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

- Assist with menu planning (e.g. gather info from food shows/vendors, consult with dietician, obtain input from parents, etc.) for the purpose of meeting students' mandated daily nutritional requirements.
- Coordinates catering requests (e.g. scheduling, maintaining event logs, billing, etc.) for the purpose of organizing catered events, overseeing event staff and providing production assistance.
- Directs assigned personnel (e.g. FS Managers, Central Kitchen Managers, etc.) for the purpose of training and assisting them in performing their functions in a safe and efficient manner.
- Manages assigned site operations (e.g. guides personnel, create menus, monitor meal accounts and expenditures, evaluate new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Monitors food service operations (e.g. refrigerator temperatures, POS systems, kitchen equipment, staff assignments, cost control, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Orders food, equipment and supplies (e.g. produce, kitchen equipment, etc.) for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Orients new employees to work center and school site processes (e.g. compliance training, POS training, etc.) for the purpose of providing information regarding site operations and activities.
- Oversees food service workers and other personnel as assigned (e.g. orients, trains, manages substitute assignments, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Participates in department meetings, in-service training, workshops, (e.g. staff meetings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as needed (e.g. backup for warehouse technician, site personnel, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g. menu production records, transport records, reconciliation reports, cash summary, time sheets, catering billing/invoicing, payment systems, etc.) for the purpose of providing written support and/or conveying information.
- Responds to inquires of students, staff and the public (e.g. bag lunch requests, diet questions, how to apply for free lunch program, etc.) for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.

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, technical tasks with a need to periodically 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 algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; nutrition requirements; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; often 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; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant 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 analyze issues and create action plans. Problem solving with data frequently 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 department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact 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 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

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

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

ServSafe Managers Certificate

Valid Driver's License & Evidence of Insurability

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

56

