

ST. TAMMANY PARISH SCHOOL BOARD

TITLE: Food Services Manager A (meal equivalent of 551 and above) - FLSA Status: Exempt.
Food Services Manager B (meal equivalent of 550 and below) - FLSA Status: Exempt.

MINIMUM QUALIFICATIONS:

1. U. S. citizen or authorized alien.
2. High School Diploma or G.E.D.
3. Certification requirements of St. Tammany Parish School Board.
4. Ability to read, write and comprehend effectively.
5. Ability to verbally communicate effectively with others.
6. Ability to complete basic math problems.
7. Ability to perform all duties of technicians and assistant manager; demonstrate and teach same to subordinates.

REPORTS TO: Director of Food Services and Principal.

JOB SUMMARY: Supervises all aspects of the school food service program, including, but not limited to, personnel management, completion and retention of accurate reports and records, inventory control, food preparation, service and storage.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and evaluates all food service employees.
2. Ensures proper use, cleaning and maintenance of equipment. Provides training to technicians regarding same.
3. Supervises, manages and operates school food service programs at designated sites.
4. Directs all aspects of food production and service.
5. Maintains high personal hygiene standards.
6. Maintains integrity and accountability of the school food service programs through compliance with all federal, state and local regulations.
7. Ensures efficient operations by scheduling duties of all kitchen employees.
8. Accurately completes and timely submits all required documents to the central office.
9. Places, receives and verifies deliveries of food, supplies and equipment.
10. Accurately maintains inventories (food, equipment, supplies) and revenue reports.
11. Understands and interprets written and verbal instructions from supervisor and principal.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by appropriate authority.

WORK ENVIRONMENT:

Required to work in an environment that is hot and humid, on hard slippery surfaces involving temperature changes (when entering and exiting walk-in refrigerators and freezers), has high noise level, and frequent contact with food, water and commercial chemicals.

EQUIPMENT USED:

Standard commercial food service equipment.

PHYSICAL DEMANDS:

Ability to reach above head with heavy loads when performing a variety of food service functions, including but not limited to, placing food in ovens, refrigerators and storerooms, cleaning overhead equipment, and storing supplies and chemicals. Ability to push, pull, climb mop, sweep, bend, squat, lift and carry up to 25 pounds unassisted; lift up to 100 pounds with assistance; stand or walk up to 8 hours per day.

STUDENT/STAFF/COMMUNITY RELATIONS

Ability to work compatibly in group settings and independently, share equipment and supplies and respond positively to supervision and accept suggestions for improvement. Promotes positive feelings about school food service with students, faculty, administrators and others. Follow FISH philosophy. Markets and promotes the food service programs to students, parents, teachers, administration, parents and others.

TERMS OF EMPLOYMENT: 8 hours per day, 9 months.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation for Support Services personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

**Reviewed and
Agreed to by:** _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number