

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: FOOD SERVICE MANAGER I

TYPE: Classified

REPORTS TO: Director of Food Services

POSITION SUMMARY:

The primary purpose of this position is to manage the overall operation of the food service program at one of the District's schools. Emphasis will be on coordination of the training and work of all Food Service Assistants at the school site, as well as responsibility for preparation of all food for the site and for catering needs.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Three years experience in food service or related area.
4. Valid Food Handler's Certificate.
5. Pass Physical Capacities Assessment.

ESSENTIAL FUNCTIONS:

1. Instructs Food Service Assistants and substitutes in safe, proper, and efficient use of kitchen equipment, food preparation, and food serving.
2. Orders and stocks food supplies based on published menus and use records.
3. Inventories food and kitchen supplies monthly.
4. Coordinates the daily cleaning of all kitchen equipment, and the washing and sterilization of all dishes, silverware, and utensils.
5. Oversees and participates in daily food preparation and serving, in accordance with proper methods and on schedule.
6. Operates computer and maintains financial and other records as required.
7. Prepares written and computerized reports as required and submits them in a timely manner.
8. Responds quickly and appropriately to routine problems involving menu changes, food item shortages, or staffing levels.
9. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
10. Duties involve hand-eye coordination and dexterity in carrying, positioning, grasping, and operating equipment, utensils, and materials.
11. Performs safety inspections and makes corrections and referrals as needed.
12. Reads and follows instruction, manuals, and recipes.
13. Communicates regularly with supervisor concerning issues, progress, and priorities.

LEBANON COMMUNITY SCHOOLS
Position Description
Food Service Manager I (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee illness or injury.
2. Work is performed indoors in school kitchens and other building areas.
3. Required exposure to noise, flame, hot surfaces, extreme cold, moving machinery, and sharp cutting tools and equipment.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 180 paid days, subject to change.
Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary standing				X	
Walking (level surface)				X	
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)	X				
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>40 lbs.</u>			X		
*Lifting/Carrying Maximum weight: <u>50 lbs.</u>			X		

* Identify items typically moved: Milk cartons, food pans, cases of food, carts, equipment, supplies