BUTLER COUNTY SCHOOLS

FOOD SERVICE MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.

(2) Varying years of practical experience in the preparation and service of foods to large groups of people, with school lunchroom experience preferred.

(3) An equivalent combination of training and experience may be substituted.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service. Thorough knowledge of food values and nutrition; sanitation and safety practices; and the purchase and storage of food and non-food supplies. Ability to plan economical, nutritious and attractive meals which appeal to school age children. Ability to train and supervise subordinates. Ability to establish and maintain a favorable working relationship with vendors, teachers, and other school and county level personnel, subordinates and other persons in contact. Ability to complete detailed reports and records.

REPORTS TO:

Principal and Child Nutrition Program Director

JOB GOAL

To manage the food service program at school level in an efficient and effective manner to meet nutritional needs and program acceptability of students and staff in accordance with federal, state and local regulations.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

* (1) Cooperate with principal and staff in planning, developing, and utilizing the school food service program to effect maximum benefits to school and community.
* (2) Supervise and evaluate food service personnel. Recommend employees for appointment, reappointment, transfer, and termination.
* (3) Maintain high standards of sanitation and safety.
* (4) Submit reports and maintain records as required. Maintain a required system for proper control of cash, food, supplies, equipment and personnel.
* (5) Instruct employees in regulations and procedures and conducts continuous on-the-job-training for food service personnel.
* (6) Motivate employees to participate in professional self-improvement activities.
* (7) Exercise managerial skills to control labor, food, and non-food costs.
* (8) Plan and direct the production, merchandising and nutrition education for school food service program.
* (9) Supervise the ordering of supplies according to established specifications, determined by menu, volume and student needs.

©EMCS

FOOD SERVICE MANAGER (Continued)

*(10) Recommend purchase of equipment.
*(11) Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(12) Follow attendance, punctuality and proper dress rules.
*(13) Ensure adherence to good safety standards.
*(14) Maintain confidentiality regarding school/workplace matters.
*(15) Model and maintain high ethical standards.
*(16) Demonstrate initiative in the performance of assigned responsibilities.
*(17) Maintain expertise in assigned area.
*(18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(19) Keep supervisor informed of potential problems or unusual events.
*(20) Exhibit interpersonal skills to work as an effective team member.
*(21) Demonstrate support for the school system and its goals and priorities.
*(22) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(23) Prepare all required reports and maintain all appropriate records.
*(24) May be required to work beyond the 40-hour week.
(25) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 09

*Essential Performance Responsibilities

©EMCS