

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
NON-CERTIFICATED POSITION DESCRIPTION**

**FOOD SERVICE MANAGER I (6 Hour)**

**POSITION:** Food Service Manager I (6 Hour)

**REPORTS TO:** Director of Food and Nutrition Services

**LOCATION:** Various Sites

**NATURE OF WORK:**

This position is within the Department of Food and Nutrition Services for St. Mary's County Public Schools. Food Service Manager I (generally assigned to a small to mid-sized elementary school) coordinate and participate in the daily production and service of breakfast, lunch and after-school snack and supper meals as part of the National School Lunch Program.

**ESSENTIAL FUNCTIONS:**

- Follow established departmental policies and procedures in the operation of a school cafeteria;
- Coordinate with school administrators to meet special requirements for early dismissal days, delayed openings of school, field trips, and other adjustments to meal schedules that are needed to meet the feeding requirements of the student population;
- Establish and maintain a good rapport and working environment with administrators, kitchen staff, parents, and the community;
- Basic math and computer skills are essential for the management of the school cafeteria;
- Ability to stand for long periods of time, lift approximately 50 pounds, withstand hot temperatures, and perform responsibilities of the job;
- Thorough knowledge of cafeteria or other food service operations, equipment, and practices;
- Considerable knowledge of health codes and USDA requirements;
- Ability to organize, delegate, train, and manage employees;
- Ability to communicate courteously and effectively with cafeteria personnel, students, and school community;
- Ability to read and convert a recipe and accurately determine food requirements;
- Ability to prepare and maintain necessary financial and inventory records;
- Ability to perform the tasks of all workers;
- Ability to enforce and maintain sanitation and safety regulations and requirements; and
- Ability to use information technology software to accomplish food service manager duties.

**DUTIES AND RESPONSIBILITIES:**

Manager must be capable of managing a production kitchen. Duties include the following:

- Place orders in the correct quantities for food and other kitchen supplies;
- Receive and store food and supplies in accordance with established policies;
- Determine workload requirements and equitably assign duties to the cafeteria staff;
- Prepare and serve meals in accordance with the published menu and in accordance with the USDA Food Buying Guide;
- Proficiently perform cashiering duties;
- Ensure cafeteria staff maintain high safety and sanitation standards;
- Prepare and maintain required reports and records for program accountability;
- Maintain excellent customer service throughout the cafeteria;
- Plan for upcoming menus, submit orders as needed taking into consideration existing inventories

for bread, milk, snacks, ice cream, chemicals, paper products, etc.;

- Coordinate with school staff and administration when changes to the normal schedule are necessary due to inclement weather in order to provide all students are provided necessary meals and staff schedules are adjusted as needed; and
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school (or GED),
- Associate degree in food service is preferable;
- Must possess a valid and current ServSafe® Certification or ability to obtain certification within 3 months of hire; and
- Three (3) years of experience in the food service industry; (Examples of Food Service Industry experience: Fast Food, Restaurant, Deli, Bakery, or Catering).

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule Food Service ten-month six-hour employees – Range 6.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**

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