

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL 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 after-school snack, and supper meals as part of the National School Lunch Program. The work requires a substantial amount of physical dexterity, can be repetitive, and requires prolonged standing.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to read and convert a recipe and accurately determine food requirements
- Ability to stand for long periods of time, lift approximately 50 pounds, and withstand hot temperatures
- Possess basic math and computer skills
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Follow established departmental policies and procedures in the operation of a school cafeteria

**DUTIES AND RESPONSIBILITIES:**

The manager must be capable of managing a production kitchen.

- Coordinates 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
- Places orders in the correct quantities for food and other kitchen supplies
- Receives and stores food and supplies in accordance with established policies
- Determines workload requirements and equitably assigns duties to the cafeteria staff
- Prepares and serve meals in accordance with the published menu and in accordance with the USDA Food Buying Guide

- Proficiently operates a computerized point of sale system
- Organizes, delegates, trains, and manages employees
- Ensures cafeteria staff maintain high safety and sanitation standards
- Prepares and maintains required reports and inventory records for program accountability
- Maintains excellent customer service throughout the cafeteria
- Plans for upcoming menus, submits orders as needed, taking into consideration existing inventories for bread, milk, snacks, ice cream, chemicals, paper products, etc.
- Coordinates with school staff and administration when changes to the normal schedule are necessary due to inclement weather to ensure all students and staff necessary meals in a timely manner
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High school diploma (or GED)
- Two (2) years of institutional food service experience (Examples of Institutional Food Service experience: Schools, Universities, Nursing Homes, Child Care Centers, Adult Day Care, Rehab Centers, Hospitals, Jails/Prisons, or Conference Centers.) in a managerial role
- Must possess a valid and current ServSafe® Certification or ability to obtain certification within three (3) months of hire

Preferred:

Associate degree in food service.

**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 7.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**FOOD SERVICE MANAGER II - 7 Hours**

**POSITION:** Food Service Manager II - 7 Hours

**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 II assigned to an elementary school that meets two of the following criteria MMFA, Head Start Meals, Pre-K Meals, Supper Program, or school size exceeding 600 students. Coordinate and participate in the daily production and service of breakfast, lunch, after school snack, and supper meals as part of the National School Lunch Program. The work requires a substantial amount of physical dexterity, can be repetitive, and requires prolonged standing.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to read and convert a recipe and accurately determine food requirements
- Ability to stand for long periods of time, lift approximately 50 pounds, and withstand hot temperatures while performing job
- Possess basic math and computer skills
- Possess thorough knowledge of cafeteria or other food service operations, equipment, and practices
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Follows established departmental policies and procedures in the operation of a school cafeteria
- Coordinates 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
  - Places orders in the correct quantities for food and other kitchen supplies
  - Receives and stores food and supplies in accordance with established policies
  - Determines workload requirements and equitably assigns duties to the cafeteria staff
  - Prepares and serves meals in accordance with the published menu and the USDA Food Buying Guide

- Proficiently operates a computerized point of sale system
- Organizes, delegates, trains, and manages employees, and able to perform the tasks of all workers
- Ensures cafeteria staff maintain high safety and sanitation standards
- Prepares and maintains required reports, and financial and inventory records for program accountability
- Maintains excellent customer service throughout the cafeteria
- Plans for upcoming menus, submit orders as needed taking into consideration existing inventories for bread, milk, snacks, ice cream, chemicals, paper products, etc.
- Coordinates with school staff and administration when changes to the normal schedule are necessary due to inclement weather to ensure all students and staff are provided necessary meals in a timely manner
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High school diploma (or GED)
- Two (2) years of institutional food service experience (Examples of Institutional Food Service experience: Schools, Universities, Nursing Homes, Child Care Centers, Adult Day Care, Rehab Centers, Hospitals, Jails/Prisons, or Conference Centers.) in a managerial role
- Must possess a valid and current ServSafe® Certification or ability to obtain certification within three (3) months of hire

Preferred:

- Associate degree or higher in Food Services

**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 for ten-month seven-hour employees – Range 10.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**

Updated 07.2024

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**FOOD SERVICE MANAGER III - 8 Hours**

**POSITION:** Food Service Manager III - 8 Hours

**REPORTS TO:** Various Officials

**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 III (assigned to middle or high school) coordinates and participates in the daily production and service of breakfast, lunch, after school snack, and supper meals as part of the National School Lunch Program. The work requires a substantial amount of physical dexterity, can be repetitive, and requires prolonged standing.

**ESSENTIAL FUNCTIONS:**

- Follow established departmental policies and procedures in the operation of a school cafeteria;
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to read and convert a recipe and accurately determine food requirements
- Ability to stand for long periods of time, lift approximately 50 pounds, withstand hot temperatures, and perform responsibilities of the job
- Possess basic math and computer skills
- Possess a thorough knowledge of cafeteria or other food service operations, equipment, and practices, and considerable knowledge of health codes and USDA requirements
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Coordinates 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
  - Places orders in the correct quantities for food and other kitchen supplies
  - Receives and stores food and supplies in accordance with established policies
  - Determines workload requirements and equitably assigns duties to the cafeteria staff
  - Prepares and serves meals in accordance with the published menu and the USDA Food Buying Guide
  - Proficiently operates a computerized point of sale system

- Organizes, delegates, trains, and manages employees, and able to perform the tasks of all workers
- Ensures cafeteria staff maintain high safety and sanitation standards
- Prepares and maintains required reports and records for program accountability
- Maintains excellent customer service throughout the cafeteria
- Plans for upcoming menus, and submits orders as needed taking into consideration existing inventories for bread, milk, snacks, ice cream, chemicals, paper products, etc.
- Coordinates with school staff and administration when changes to the normal schedule are necessary due to inclement weather to ensure all students and staff are provided necessary meals in a timely manner
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High school diploma (or GED);
- Two (2) years of institutional food service experience (Examples of Institutional Food Service experience: Schools, Universities, Nursing Homes, Child Care Centers, Adult Day Care, Rehab Centers, Hospitals, Jails/Prisons, or Conference Centers.) in a managerial role; and
- Must possess a valid and current ServSafe® Certification or ability to obtain certification within three (3) months of hire.

Preferred:

- Associate degree in food service.

**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 worker ten-month eight-hour employees – Range14.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024