CLARKSDALE MUNICIPAL SCHOOL DISTRICT

FOOD SERVICE MANAGER
JOB DESCRIPTION

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years experience as an Assistant Manager or five (5) years of verifiable directly related work experience.
3. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of planning, preparation and service of daily meals. Knowledge of food service equipment. Knowledge of nutrition, health, sanitation and safety regulations. Considerable knowledge of food values and nutrition. Ability to maintain an up-to-date inventory. Ability to requisition food and non-food supplies. Basic understanding of accounting principles. Ability to use a computer. Ability to develop and supervise a staff capable of accomplishing the objectives of the program. Ability to conduct nutrition education projects for students.

REPORTS TO:

Director of Food Services

JOB GOAL

To administer the food service program at the school level in an efficient and effective manner to meet nutritional requirements for students and staff in accordance with local, state and federal requirements.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Successfully meet local, state and federal School Food Service Program standards.
2. Supervise food production and service to ensure that meals are nutritionally adequate, attractive and of high quality.
3. Maintain accurate records for proper control of cash, food supplies and equipment.
4. Train employees in proper methods of handling, preparation and serving food.
5. Maintain accurate personnel records.
6. Submit required reports as scheduled.
7. Assume responsibility for checking that all equipment in the cafeteria is in proper working order.

FOOD SERVICE MANAGER (Continued)

8. Supervise the storage and care of foods and supplies.
9. Supervise the cleaning of kitchen, serving and storage areas.
10. Plan work schedules and arrange for substitutes when needed.
11. Attend annual manager training programs and scheduled manager meetings to ensure performance meets district standards.
12. Supervise all food and non-food orders from the district and outside vendors.
13. Provide recommendations regarding purchase of equipment.
14. Collect and deposit daily receipts in bank.
15. Assist faculty with nutrition education projects for students, as requested.
16. Demonstrate initiative in the performance of assigned responsibilities.

Inter/Intra - Agency Communication and Delivery

17. Exercise a service orientation when working with others.
18. Respond to inquiries and concerns in a timely manner.
19. Keep supervisor informed of potential problems or unusual events.
20. Provide required catering services for special functions as needed.
21. Serve on district committees as assigned.
22. Use effective, positive interpersonal communication skills.
23. Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

24. Maintain expertise in assigned areas to fulfill project goals and objectives.
25. Facilitate or assist in facilitating the development, implementation and evaluation of staff development activities in assigned areas.
26. Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

Systemic Functions

27. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate actions.
28. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
29. Follow federal and state laws, as well as School Board policies.
30. Represent the district in a positive and professional manner.
31. Demonstrate support for the school district and its goals and priorities.
32. Ensure adherence to good safety standards.
33. Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

FOOD SERVICE MANAGER (Continued)

Leadership and Strategic Orientation

34. Assist in implementing the district's goals and strategic commitment.
35. Exercise proactive leadership in promoting the vision and mission of the district.
36. Set high standards and expectations and promote professional growth for self and others.
37. Follow attendance, punctuality and other qualities of an appropriate work ethic.
38. Maintain confidentiality regarding school/workplace matters.
39. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
40. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
41. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

    Perform other tasks consistent with the goals and objectives of this position.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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