



# South Lane School District

## Job Description

---

**Job Title:** Food Service Manager I  
**Assignment:** Small Elementary  
**Reports To:** Food Service Supervisor  
**Evaluated By:** Food Service Supervisor

---

### JOB SUMMARY

Leads and coordinates food service at assigned small elementary school, generally with less than 200 students, as the sole food service employee by preparing nutritious and attractive meals, that meet mandated nutritional requirements for students and staff while maintaining a clean kitchen and cafeteria and observing all Health Department regulations to create a safe and healthy work environment.

---

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy (ies) and procedures.
2. Accurately tracks free and reduced lunch records, student accounts and all other accounts as required.
3. Prepares school meals including participating in the planning, set up, cooking, preparation and serving of food items. Prepare and cook meal components from recipes, adjust recipe to meet serving needs and projected demands.
4. Measures and records accurate food temperatures.
5. Maintains a safe and clean work area as well as a high standard of personal cleanliness and grooming as per sanitation code and district policy.
6. Operates, sets up, breaks down, washes dishes and sanitizes designated areas and equipment.
7. Orders, receives, inventories and verifies supply delivery and rotates into existing stock.
8. Knows, measures, monitors and follows all safety and sanitary rules and regulations related to food handling.
9. Maintains quality and portion control of food served.
10. Compiles and maintains appropriate reports and documentation for the purpose of providing required information to support federal, state agency and district requirements.
11. Perform administrative tasks including accounting for monies.
12. Reports safety, sanitary and fire hazards immediately to supervisor.
13. Ensures all federal nutritional guidelines are met in the food service program.
14. Ensure that food preparation is completed within timelines and as scheduled.
15. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
16. Attends work regularly and is punctual.

---

## MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Inventories, orders and stocks supplies.
2. Attends in-service trainings, Manager's meetings and staff meetings.
3. Responds to requests for special food service needs (field trips, catering, etc.)
4. Work evening and weekend events.
5. Deep clean ovens, kitchen equipment and other kitchen areas.

---

## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

---

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED). Thorough working knowledge of Food Service Work, including the ability to operate all institutional kitchen equipment equivalent to that gained in one year of experience. Prior experience in school and/or institutional food service positions strongly preferred.
2. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately. Creates a warm and welcoming atmosphere for students and staff.
3. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to verbally respond to common inquiries from students and staff. Ability to draft simple memos and correspondence.
4. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to handle small amounts of money and account for monies received.
5. **Reasoning Ability:** Ability to apply common sense understanding to carry out instruction in written, oral or diagram form. Ability to deal with problems involving several variables in a variety of situations.
6. **Computer Skills:** General knowledge of computer usage and ability to use e-mail, database, spreadsheets and word processing software. Ability to accurately enter data and run reports from District computer system. Ability to use Mealtime software.
7. **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents, vendors and members of the community. Ability to be highly organized and efficient in an environment that requires strict adherence to a schedule.

8. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a criminal justice fingerprint background check. Obtain and possess a valid Oregon Food Handler card and CPR/First Aid card as required

---

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand for prolonged periods of time; walk; use hands for fine manipulation, handle or feel; reach with hands and arms; stand and stoop, kneel, crouch or crawl, taste and smell. The employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a standard kitchen/cafeteria setting. The noise level in the work environment is usually moderate to high depending upon the time of day and student population. May be exposed to a variety of conditions including: wet or humid and work near moving parts, toxic chemicals, fumes, airborne chemicals, extreme cold and extreme heat (ovens, dishwasher).

---

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_