



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Food Service Manager

(Adopted: 4/15/2013, Rev. 04/28/2016)

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### Qualifications:

1. Possess high school diploma or equivalent.
2. Appropriate licenses.
3. 3 years' experience in food service.
4. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### Reports To:

School Business Administrator/Board Secretary

### Job Goal:

Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct, and evaluate assigned food service personnel. Goals are for both Kingsway Regional and South Harrison School District.

### Performance Responsibilities:

1. Manages, coordinates and oversees the day-to-day food service operations at an assigned school site; analyzes effectiveness, assures compliance with the District, State and Federal laws, regulations, safety and sanitation procedures.
2. Estimates and orders amount of food and supplies needed; monitors and controls expenditures; maintains assigned budget.
3. Directs, assigns, schedules and evaluates food service personnel: conducts training sessions for new employees.
4. Inspects lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
5. Plans and coordinates daily work for efficient use of labor; receives calls from employees and calls substitutes as necessary.
6. Trains and assists employees in the proper handling of foods, correct use and care of equipment and high standards of sanitation and safety.
7. Maintains, prepares and reviews a variety of menu production records, inventories, logs and reports; accumulates data and inputs information into a computer as appropriate and files documents as necessary.
8. Supervises and participates in food preparation and distribution to District students and staff; plans for catered events such as meetings, activities and parties; plans and coordinates food service operations with school activities to improve school and community relations and increase student participation.
9. Communicates with students, staff, faculty, and outside organizations to exchange information, receives suggestions, and resolves issues related to food service.
10. Participates in, schedules and attends in-service meetings and workshops related to assignment.
11. Demonstrates regular attendance and punctuality.
12. Adheres to the appropriate code of ethics.



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13. Performs other duties consistent with the position assigned as may be requested by the Food Service Director or Superintendent.
14. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Knowledge and Abilities:

15. Must possess knowledge of meal production, planning and scheduling.
16. Applicable District, Federal and State laws, rules and regulations related to food service and quantity food preparation and food merchandising.
17. Nutrition, sanitation, operation regulations and requirements and use and care of institutional equipment and utensils.
18. Procedures used in ordering, receiving, storing and inventorying food and supplies.
19. Health and safety rules and regulations pertaining to food establishments including sanitation and maintenance regulations.
20. Budget preparation, control and record-keeping techniques. Principles and practices of supervision and training.
21. Oral and written communication skills.
22. Manage and coordinate the day-to-day food service operation at an assigned school site. Assure compliance with District, State and Federal requirements.  
Train others in the preparation and serving of food in large quantities.  
Read, interpret, apply and explain rules, regulations, policies and procedures.
23. Schedule, supervise and evaluate staff and meet schedules and time lines. Analyze situations accurately and adopt an effective course of action. Operate a computer terminal as required.  
Work independently with little direction.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy
Job Code:	9100