

**Classified Personnel
Job Description**

- POSITION TITLE: Food Service Manager
- QUALIFICATIONS: Shall communicate effectively both orally and in writing.
Shall be computer literate or shall have working knowledge of computers.
Shall have a high school diploma or GED.
- PHYSICAL REQUIREMENTS: Shall have the ability to lift, stoop, push, pull, climb, any and all body movements as related to the job description.
- RESPONSIBLE TO: Principal
Director of Food Service
- GENERAL DUTIES: Shall cooperate with the principal and school food service director in implementation of school policies.
Shall maintain the highest standards of safety and cleanliness in the school cafeteria.
Shall conserve wherever possible in the use of food, supplies, energy and equipment.
Shall report immediately to the school principal any problem or accident occurring in the kitchen or school food service premises.
Shall report to the school food service director any faulty or inferior quality or shortage of food which is received.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall maintain confidentiality of student information.
Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES: Shall assign work details and plan the schedule for all of the food service workers in their particular school.
Shall maintain Menu and Production Records, Food Inventories (purchased and USDA Foods).
Shall record daily transactions, keep invoices and turn information into the district food service director on a monthly basis.
Shall participate in preparation of food according to a planned menu.
Shall use tested uniform recipes and determine if the finished product is of the best quality before it is served.
Shall supervise the serving of all meals.
Shall check food shipments into the cafeteria and sign delivery invoices only after each order has been checked.
Shall determine the quantities of each food to be prepared daily.
Shall make out orders for purchase of necessary food and supplies and is accountable for the use of these items.
Shall supervise the daily cleaning of the kitchen and cafeteria.
Shall maintain an organized, clean storeroom, walk-in freezer and cooler, plus any other storage equipment.
Shall give cooks instructions on new recipes and use of equipment.
Shall ensure that no food for either human or pet consumption shall be

carried out of the school cafeteria except for in-service demonstration purposes. (Foods may be transferred from one school to another by school officials.

Shall attend professional meetings and workshops in the district and local areas concerning School Food Service.

Shall be cooperative in promoting a program of nutrition education and parent/student involvement in the use of the school cafeteria as a learning laboratory and resource area for activities implemented by these groups.

Shall oversee the locking of the storerooms, refrigerators, freezers, etc. to make sure everything is left in condition for closing and opening for the next day.

Shall implement offer vs. serve and collection procedures as approved by the Kentucky Department of Education.

Shall train substitute food service workers.

Shall meet with and train staff on use of new equipment and handling of hazardous materials.

Shall use acclaim procedures to obtain an exact count and accurate cash reconciliation.

Shall maintain all required "D" forms and send to the district food service director at the end of each month.

Shall perform any other duties as assigned by the supervisor.

DAYS OF
EMPLOYMENT:

184 days (8 hours per day)

SALARY:

Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated 1/26/2004