

## SCHOOL DISTRICT OF BRADFORD COUNTY

## JOB DESCRIPTION

**FOOD SERVICE MANAGER****QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Three (3) years successful experience in school food service or institutional food service management.
3. Completion of Level 3 of the Bradford County Food and Nutrition Services Career Connections.
4. Certification as Manager of Food and Nutrition Services to be attained during first six months of employment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge in the planning, preparation and service of a large variety of foods and the equipment, methods and techniques used in such preparation and service. Thorough knowledge of food values and nutrition; health, sanitary and safety practices; and the purchase and storage of food and non-food supplies. Ability to plan economical, nutritious and attractive meals which appeal to school-age children. Ability to train and supervise subordinates. Ability to establish and maintain a favorable working relationship with parents, vendors, teachers and other school personnel, district personnel and subordinates. Ability to prepare and maintain reports in a timely manner. Ability to effectively communicate orally and in writing. Ability to utilize computer programs used in the food service operation. Ability to stand for long periods of time and work in a fast-paced kitchen environment.

**REPORTS TO:**

Director of Food and Nutrition Services

**JOB GOAL**

To effectively and efficiently manage and operate a Food and Nutrition Services program at the school level in a timely and safe manner to meet nutritional needs and program acceptability of students and staff in accordance with federal, state and local regulations.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Assist in planning, developing, and the utilization of the Food and Nutrition Services program.
2. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appointments, reappointments, transfers and terminations.

**Manager - Food and Nutrition Services (continued)**

3. Maintain high standards of sanitation and safety.
4. Prepare all required reports and maintain updated and accurate records.
5. Direct the production and service of nutritious and attractive meals in accordance with menus, standardized recipes and portion control.
6. Maintain a required system for proper control of cash, food, supplies, equipment and personnel and manage computer point-of-sale system at school level.
7. Instruct employees in regulations and procedures and conduct continuous on-the-job training and cross-training for food service personnel.
8. Provide orientation and in-service training for food service personnel.
9. Manage labor, food, and non-food costs.
10. Plan and direct merchandising and nutrition education for the Food and Nutrition Services program.
11. Order and maintain inventory of food and supplies according to established specifications as determined by menu, volume, and student needs.
12. Advise the director of equipment maintenance, replacement needs and/or purchase of new equipment.
13. Adhere to applicable safety standards. Maintain safety standards in the operation of all food service equipment and maintain safe practices in the work place, utilizing gas and/or electric equipment with moving parts and high heat.
14. Supervise and instruct personnel in the correct and safe use, cleaning and maintenance of equipment.
15. Attend all staff meetings and workshops.
16. Assist with maintaining a clean and orderly environment.
17. Be knowledgeable of and adhere to Board policies and departmental procedures.
18. Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
19. Demonstrate initiative in identifying potential problems or opportunities for improvement. Follow attendance, punctuality and proper dress rules.
20. Demonstrate initiative in the performance of assigned responsibilities.
21. Participate successfully in the training programs offered to increase skill and proficiency related to assignment and maintain hours for the required USDA Professional Standards.
22. Demonstrate support for the school district and its goals and priorities.
23. Exhibit interpersonal skills to work as an effective team member.
24. Keep director informed of potential problems or unusual events.
25. Maintain confidentiality regarding school/workplace matters.
26. Maintain expertise in assigned area.
27. Manage time efficiently.
28. Model and maintain high ethical standards.
29. Participate in cross-training activities as required.
30. Perform work in a high volume, fast-paced kitchen with temperature extremes of -10 degrees to 90 degrees Fahrenheit and high humidity in some areas.
31. Represent the District in a positive and professional manner.

**Manager - Food and Nutrition Services (continued)**

32. Respond to inquiries and concerns in a timely manner.
33. Exercise proactive leadership in promoting the vision and mission of the department and district.
34. Perform all other duties as assigned.

*\*All the above job duties are Essential Performance Responsibilities*

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**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.

Job Description Supplement Code 9.  
Salary Schedule Lane 4.

BOARD APPROVED 5/29/2018