

TITLE: **K-12 FOOD SERVICE MANAGER**

QUALIFICATIONS: Knowledge of food preparation and its operation.
Ability to supervise and maintain effective working relationship with other people.
Be certified in Food Service Sanitation.
Pass physical examination.

REPORTS TO: Chief School Business Official

JOB GOAL: To serve the students attractive and nutritional meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the operation of all kitchens K-12 in the district.
2. Directs and assists with all duties of Assistant Cook in each building.
3. Direct the planning and preparation of wholesome meals in accordance with health and safety standards required by state and federal laws and regulations.
4. Responsible for supervising all food ordering for K-12 kitchens.
5. Maintain accurate and up to date inventory for K-12 kitchens.
6. Assists in maintaining and keeping all records for Government free and reduced lunches.
7. Coordinates menu planning between all buildings.
8. Ensure that the district complies with all Federal Nutrition guidelines.

Ensure that unused foods are stored and disposed of properly.
9. Keep abreast of Food Service Operation by attending meetings and/or school.
10. Ensure that the district use Federal Commodities appropriately.
11. Supervise and evaluate all K-12 food service personnel.
12. Aid in interviewing and evaluating new applicants for positions with the district.
13. Maintain communication with building principals in regard to Food Service issues.
14. Coordinate requests for food from building principals or faculty and prepare invoice.
15. Abide by the rules, regulations, and policies deemed necessary for personnel of Unit #1 by the Board of Education and Superintendent.

TERMS OF EMPLOYMENT: Employed the school calendar year with a 210-day contract

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of support service personnel.

Approved: June 7, 2023