



Job Description

Marin County Office of Education

Food Service Manager - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Food Service Manager - Walker Creek Ranch is done for the purpose/s of providing support to the food service activities at assigned location; overseeing food budget; organizing food preparation activities; overseeing and assisting food service staff with food preparation and serving; confirming required quantities of food items are available for use; ensuring quality of food items; providing written reports; and complying with mandated health requirements.

This Job reports to Assigned Supervisor

Essential Functions

- Coordinates assigned site operations (e.g. scheduling, creating menus, monitoring meal accounts and expenditures, evaluating new products and/or menus, etc.) for the purpose of providing efficient food services at assigned site in compliance with established nutritional and health requirements.
- Develops and implements menus for students, staff, and guests for the purpose of meeting mandated daily nutritional requirements.
- Estimates food preparation amounts and adjusts recipes as required for the purpose of meeting projected meal requirements and minimizing food waste.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality, and specifications of orders, minimizing waste, and/or complying with mandated health requirements.
- Maintains financial records and reports (e.g. nutritional servings per person, cost of meals per person, cumulative meal counts, etc.) for the purpose of meeting reporting time periods in accordance and in compliance with county policy and established county, state, and federal regulations.
- Monitors food service operations (e.g. maintaining kitchen equipment, proper food storage, cleanliness of food preparation/serving areas, staff assignments, etc.) for the purpose of ensuring a safe, clean, and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Oversees and monitors the food service budget for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees the preparation, cooking, serving, and transportation of food and beverage items for the purpose of ensuring appealing presentation, meeting projected meal quantities, and mandated nutritional and health standards.
- Participates in, or facilitates, unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

- Prepares a variety of documentation (e.g. reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support, conveying information, and assisting with budget development.
- Procures, monitors, and maintains adequate inventories of food, condiments, equipment, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Supervises staff as assigned (e.g. orients, trains, evaluates, assigns work schedules, etc.) for the purpose of providing information regarding site operations and activities, maximizing the efficiency of the work force, and meeting shift requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: proper food storage and safety practices and procedures; quantity food preparation and handling; sanitation practices; tracking, managing, and procuring food and supplies; inventory control practices; codes, laws, rules, regulations, policies.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired in food service.

Education: High school diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

Food Handlers/ServSafe Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date