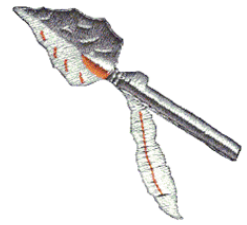


SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



## POSITION DESCRIPTION

### **Food Services Manager**

**Range Assignment: 10**

#### **Qualifications:**

- High school diploma or equivalent
- Previous Food Service experience in specific area of the department
- Food Handler card

**Reports to:** Building Administrator/Nutrition Services Manager

**Job Goals:** To manage a production kitchen and provide attractive, well-balanced meals for students, and to order, prepare and serve foods and meals within the specific department.

#### **Performance Responsibilities: (essential job functions)**

- Coordinates all activities of production to ensure completion of food services in a specified time.
- Maintains USDA production records and maintains cash and ticket sales records.
- Uses tools and equipment properly.
- Comprehends and follows oral and written instruction.
- Performs moderately heavy tasks.
- Performs all job related tasks with a minimum of supervision.
- Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
- Works cooperatively with other employees in operating a smooth functioning cafeteria.
- Coordinates all activities of production to ensure completion of food services in specified time.
- Keeps an inventory of materials.
- Compiles and places with Nutrition Services Manager the order for necessary food and material needed for production and maintenance within the department.
- Decides quantities of product to produce.
- Attends scheduled meetings to discuss new menus and production problems, and also to be aware of and receptive to new ideas for the department of the kitchen as a whole.
- Leads employees in their kitchens and satellite school kitchens, delegating responsibilities and completion of tasks.
- Plans and coordinates employees' activities for efficient production in the department.
- Adhere strictly to food safety and sanitation protocols, including frequent handwashing, proper use of hair restraints, and ensuring personal cleanliness to prevent cross-contamination.
- Adheres to all district health and safety guidelines, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

- Is punctual and maintains regular attendance
- Performs other related duties as required or assigned.

**Physical Requirements:**

In a work day, employee may need to stand/walk 5-7 hours. May need to lift up to 35 pounds, push/pull up to 70 pounds. May need to bend, squat and twist frequently.

**Physical requirements for essential responsibilities:**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)                      O – Occasionally (.5 – 2.5 hrs per day)  
 F – Frequently (2.5 – 5.5 hrs per day)                      C – Continually (5.5 – 8 hrs per day)  
 N/A – Not Applicable

<b>Physical Requirements</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 70 lbs			X		
**Lifting/Carrying Max weight: 70 lbs			X		
*items typically moved: chair, table, box					
** Items typically lifted: food, trays, containers, case products					

**Terms of Employment:**

Work year/days as scheduled by district. Probationary period as noted in Bargaining Agreement. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, \_\_\_\_\_ have read and understand the above requirements for this job position.

Signature \_\_\_\_\_ Date \_\_\_\_\_