

KAHLOTUS SCHOOL DISTRICT NO. 056
Job Description

JOB TITLE: Food Service Manager

SUMMARY: Provides students with attractive, nutritious meals prepared in an atmosphere of efficiency, cleanliness and personal caring. Supervises general operation of kitchen and personnel under direction of the superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Supervises and participates in the preparation and serving of food.
2. Plans and directs the preparation and serving of all food in the cafeteria.
3. Supervises and instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
4. Maintains the highest standards of safety and cleanliness in the kitchen.
5. Checks food shipments into the school, signing invoices only after each order has been verified.
6. Reports immediately any problem or accident occurring in the kitchen or the cafeteria premises.
7. Oversees and participates in the cleaning of kitchen, serving, storage and dining areas.
8. Keeps employee time records.
9. Plans work schedules and arranges for substitutes when required.
10. Instructs new cafeteria employees in performing their assigned tasks
11. Assumes responsibility for checking that all equipment in the cafeteria area is in safe, working condition and notifies the appropriate authority when repairs or replacements are needed.
12. Maintains records on food and supplies received and used.
13. Determines the quantities of each food to be prepared daily.

14. Determines the size of serving to meet the necessary requirements with regard to the ages of those served.
15. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
16. Records all food requisitions from the storeroom and records all meals served, designating with or without milk.
17. Oversees the locking of the storeroom and the maintaining of a correct monthly inventory.
18. Orders all necessary supplies on a weekly basis.

Oversee and assist in the preparation and serving attractive, nutritious meals meeting USDA requirements. Plans and follows appropriate menus.

Provides lightly seasoned, nutritionally adequate, and varied diet for students. Supervises serving line(s) and maintains accurate portion control and meal counts.

Orders, stores, and care for all goods and supply needs. Check weight and condition of food as delivered.

Directs and trains personnel; provides work schedules and assignments for efficient operation of the kitchen. Supervises and evaluates employees. Recommends staffing and hiring.

Ensures good housekeeping and safe, sanitary conditions are practiced at all times in the kitchen. Maintains all equipment in good working order--instructs staff in equipment operation. Keeps accurate records and makes necessary reports following procedures, policies and requirements.

Collects, records, and maintains appropriate data such as meal counts, inventory and cost control information.

Cooperates with principals, teachers and other groups to provide nutrition education information and promotes the food service program. Assists in planning extracurricular food service activities. Works with other groups using kitchen facilities for food-related programs.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze and interpret federal, state and district/building policies and procedures. Ability to respond to common inquiries or complaints. Ability to effectively present information to colleagues, parents, students, boards of directors, administrators and public groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Health Permit

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl and lift heavy pots and pans.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be clean and neat in appearance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Food Service Manager - page three

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to extreme heat and risk of electrical shock.

The noise level in the work environment is usually moderate.

5/1/97