

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### FOOD SERVICE MANAGER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience in school food service or an equivalent combination of training, education and experience.
- (3) Required certification.
- (4) Good physical health.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service. Thorough knowledge of food values and nutrition; health, sanitary and safety practices; the purchase and storage of food and non-food supplies. Ability to plan economical, nutritious and attractive meals which appeal to students; train and supervise subordinates; establish and maintain a favorable working relationship with vendors, school personnel, parents, District staff and subordinates; prepare and maintain reports in a timely manner. Good oral and written communication skills and basic math skills. Ability to utilize computer programs currently available in food service operation. Ability to stand for long periods of time and work in a fast-paced kitchen environment.

#### REPORTS TO:

Principal

#### JOB GOAL

To ensure the smooth and efficient operation of the school food service program in accordance with federal, State and local rules, regulations and policies, and to provide nutritious appealing meals for students.

#### SUPERVISES:

School Level Food Service Staff

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Plan, implement and evaluate the school food service program to achieve maximum benefits to the school and community.
- \* (2) Prepare and serve high quality, nutritious, attractive meals according to menus and standards.
- \* (3) Plan menus in cooperation with supervisor and other managers.
- \* (4) Supervise the quality and quantity of foods prepared with the use of standardized recipes and portion control.
- \* (5) Order food and supplies according to established specifications, determined by menu, volume and student needs.
- \* (6) Check purchases on delivery for price, weight, quality, count and condition and adherence to specifications.
- \* (7) Arrange for proper storage and efficient use of food and supplies.

**FOOD SERVICE MANAGER (Continued)**

- \* (8) Provide accurate information for the District-wide school food service department, including meal service reports, invoices, receipts and food and equipment inventories.
- \* (9) Maintain sanitary standards for the receipt, storage, preparation and service of food.
- \*(10) Enforce safety standards in the operation of all food service equipment and maintain safe practices in the work place.
- \*(11) Participate in the selection, assignment and orientation of school food service workers / general assistants.
- \*(12) Supervise and evaluate the performance of food service personnel. Recommend employees for appointment, reappointment, transfer, and termination.
- \*(13) Outline specific duties and daily work schedules for employees.
- \*(14) Inform personnel of health examinations and certificates as are required by regulations.
- (15) Supervise and instruct personnel in the correct and safe use, cleaning and maintenance of equipment.
- (16) File maintenance requests with the District school food service office.
- (17) Recommend, to the Food Service District Administrator, equipment replacement needs.
- (18) Participate in in-service training sessions as needed.
- (19) Cooperate with the principal and school staff in promoting the school food and nutrition program.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(21) Ability to work in a constant state of alertness and safe manner.

**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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 11**  
**Group 5 of the ESP Salary Schedule**  
**DOE Job Code 76013**

**Revised Board Approval 04/11/2017**