

Job Description

Title: Food Service Manager/Event Lead

Reports to: Director of Food Service

General Summary: Coordinates and manages the catering program for food service department.

Essential Functions:

- Supervises daily operations of the catering program for food service department Promotes catering program for food service department. Scheduling of all catering events. Prepares estimates of cost for events, confirms orders, serves clients and prepares billing for events. Evaluates event. Resolves grievances if necessary.
- Determines budget for events and controls costs to meet budget.
- Develops new recipes and assists Food Service Director in quality control of all food items served.
- Provides leadership and direction for staff. Coordinates, schedules, and assigns work for food service staff. Provides orientation and training to new employees. Checks quality of work by monitoring employee actions. Evaluates and conducts employee performance appraisals.
- Assists in daily food preparation for catering program and base school's kitchen. Plans menus, cooks, bakes, slices food, prepares food as client requests and performs other food preparation duties.
- Prepares daily, monthly, and yearly food service reports and other paperwork as required.
- Prepares, receives, and verifies food/supply orders according to schedule. Performs monthly inventory of food/supplies.
- Serves prepared order to clients.
- Cleans equipment used, including utensils, dishes, mixers, and machines. Performs general cleaning duties at serving site and prep kitchen.
- Able to react to change productively and handle other essential tasks as assigned.

Has supervision of school buildings which includes duties outlined in Food Service Manager/Supervisor job description

Qualifications:

1. Education Level: Associate's degree or equivalent educational experience, with academic major/concentration in specific areas*; and at least one year of relevant school nutrition programs experience; Certification or Licensure: * ~~SERVSAFE~~ required within 90 days of employment
*State certificate in school food service management preferred.
* Omaha/Douglas County Food Handling Sanitation courses preferred.
* Special food service training preferred
3. Experience Desired: * Prior food service experience required/ catering
4. Other Requirements: * Strong organizational skills
* Ability to prepare and maintain necessary records
* Ability to instruct, train, supervise, evaluate, and discipline employees.
* Ability to extend a recipe and accurately determine food requirements.
* Ability to interact with children effectively.
* Ability to communicate effectively with staff and students.

- Ability to establish and maintain cooperative working relationships with staff and others.
- Ability to plan menus for different events
- Strong customer service skills
- Creative presentation skills

Special Requirements:

		Occasional <u>0-32%</u>	Frequent <u>33-66%</u>	Constant <u>67% +</u>
1. Standing				x
2. Walking			x	x
3. Sitting			x	
4. Lifting	40+ lb max.		x	
5. Carrying	10+ feet		x	
6. Pushing / Pulling				
7. Climbing / Balancing				
8. Stooping / Kneeling / Crouching / Crawling				
9. Reaching / Handling			x	x
10. Speaking / Hearing			x	x
11. Seeing / depth perception / color			x	x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public School Revised: December 2005
April 2014

Catermgr