

Job Description

Title: Food Service Manager/Supervisor -- Operations

Reports to: Director of Food Service

General Summary: Supports the mission statements of the District and Foodservice Department by ensuring that nutritional meals and services are provided to students and staff by supervising the daily operations of all foodservice programs in the buildings assigned.

Essential Functions:

1. Inspects, supervises, and supports the building kitchen manager and foodservice staff in the daily operations of the foodservice meal, a la carte and catering programs to insure that standards of menus, preparation, serving, cleanliness, health and safety are being maintained. Monitors performance of all programs through verification and analysis of customer satisfaction systems and financial reports. Recommends or initiates corrective action.
2. Assists the Food Service Director in the development of short term and long term plans that support the overall financial and operational objectives of the foodservice department: in the preparation of the annual budget: in the weekly, monthly and yearly data collection in reporting budget compliance.
3. Staffs, inspects, supervises, and supports the operations of catered events at the Don Stroh Administrative Building, Technology Building and other off-site locations where a building manager or other Foodservice Supervisor is not assigned.
4. Maintains product and service quality standards by conducting ongoing evaluations and investigating complaints. Recommends or initiates corrective action.
5. Acts as liaison for food service personnel, district departments, building administrators, and educational staff.
6. Assists the Foodservice Director in the district-wide foodservice functions of Human Resources, including:
 - a. Interviews, screens and recommends appointment of all food service personnel.
 - b. Assists in the resolution of problems/issues with foodservice personnel.
 - c. Coordinates the evaluations of building managers and other food service staff.
 - d. Retains signature authority over timecards.
 - e. Helps formulate wage and benefit and training budgets.
 - f. Schedules and organizes building managers' meetings content.
 - g. Recommends and maintains a pro-active human resource function to ensure employee motivation, training and development, and compliance with established labor regulations.
7. Assists with the planning of schools and marketing and merchandising programs.
8. Recommends and maintains applicable preventative maintenance programs to protect the physical assets of the department.
9. Assists in the maintenance of a security function that protects both the assets of the unit and the personal safety of employees and customers.
10. Develops new programs that result in an increased level of customer satisfaction and operational excellence.
11. Manages in compliance with established district policies and procedures, local, state, federal laws and regulations.
12. Assists with special projects as assigned.
13. Reacts to change productively and handles other duties as assigned.

Qualifications:

- 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, HACCP, Certification by State Department of School Food Service preferred
- Experience: Five years of successful experience in all phases of preparation, serving and daily operation of a food service program. Multi-unit management experience preferred.
- Computer skills: Microsoft Word and Excel (or equivalent), internet browsing and email. WinSnap and Nutrikids experience preferred.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing	X	X	
2. Walking	X	X	
3. Sitting			X
4. Lifting <u>40</u> lb max.....	X		
5. Carrying <u>100</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color.....			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. Responsibilities and duties assigned are at the discretion of the supervisor or superintendent.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____