



| JOB TITLE                   | DEPARTMENT   | REPORTS TO           |
|-----------------------------|--------------|----------------------|
| Food Service Manager Intern | School Based | Food Service Manager |

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| <b>Position No:</b> 76029   | <b>Length of Work Year:</b> 10 Months           |
| <b>Salary Schedule:</b> N29 | <b>Date Approved:</b> 11/18/14                  |
| <b>FSLA:</b> Exempt         | <b>Date Revised:</b> 6/29/15; 11/15/16; 5/30/18 |

| JOB GOAL  |
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| To learn all phases of the School Meals Program in preparation to be qualified for a Food Service Manager's position within the district. |

| MINIMUM QUALIFICATIONS |
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1. High School Diploma or equivalent
2. Satisfactory completion of 15 College Credit Hours including 6 hours in Food Service Hospitality Management preferred.
3. Food Service Management experience preferred.
4. A minimum of one-year experience as a cook or a related institutional position preferred.
5. Minimum of two years' experience in Food Service or approved field.
6. Successful Completion in ServSafe or an approved sanitation and safety course within first year of position.
7. Demonstrate leadership and knowledge skills in assigned area(s) of responsibility
8. Ability to perform the functions of the position
9. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

| DUTIES AND RESPONSIBILITIES |
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1. Train under an approved manager at an assigned school performing duties for the food service program as well as duties outlined in the Child Nutrition Intern Manual.
2. Rotate through elementary, K8, middle and high school cafeterias as determined by the Child Nutrition Services Program.
3. Assist with the daily managerial functions of a school meals program.
4. Complete core Child Nutrition Services assignments provided by the district Quality Assurance Training Manager.
5. Temporarily fill a manager's position in the absence of a manager.
6. Complete district assignments as requested by the district Quality Assurance Training Manager.
7. Promote a positive image for the Child Nutrition Service Program at school sites.
8. Participate in annual ongoing professional development related to the school meals program as promulgated by USDA Food and Nutrition Service and evolving department standards.
9. Demonstrate highly qualified leadership skills while in management position.
10. Perform assigned tasks in a timely and efficient manner.
11. Perform assigned tasks with a high standard of quality.
12. Perform other duties as assigned by the Supervisor.

| PHYSICAL DEMAND CLASS: |
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Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is

required to carry out duties.

For the Position of: **FOOD SERVICE MANGER INTERN**  
**PDC Test Level: MEDIUM**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

**Job Specific Task I**

**Task Simulated:** Lifting to dispose of full garbage bag

**Equipment Used:** Bag weighted to 50 lbs., garbage can

**Description of Task Simulation 1:** Candidate will demonstrate the ability to lift the 50 lb. bag from a garbage can to the floor to then return the bag to the starting point. This is to be done for one repetition.

**Job Specific Test II**

**Task Simulated:** Lifting/carrying cookware

**Equipment used:** Box weighted to 10 lbs., shelves at 9, 36, and 72-inch heights

**Description of Task Simulation 2:** Candidate will demonstrate the ability to lift the 10 lb. box from a 36-inch height shelf, carry it for 10-feet to place it on the 9-inch height shelf. They will then return it to the 36-inch shelf to again lift it to carry for 10-feet to place it on the 72-inch to then return it to the start point. This is to be done for three (3) repetitions.

**\*\*NOTE: Candidate may use stepstool or ladder if needed for shelf access**

**Job Specific Task III**

**Task Simulated:** Lifting/Carrying/Handling boxes

**Equipment used:** 25 and 15 lb. box, shelves at 9, 36, and 72 inches

**Description of Task Simulation 3:** Candidate will lift the 25 lb. box from the 9-inch shelf then to the 36-inch shelf. They will then return the box to the start point. Candidate will lift the 15 lb. box from the 9-inch shelf then to the 36-inch shelf, followed by lifting it to the 72-inch shelf. They will then return the box to the 36-inch shelf then to the start point.

**\*\*NOTE: Candidate may use stepstool or ladder if needed for shelf access**

**Job Specific Test IV**

**Task Simulated:** Climbing

**Equipment Used:** Stepladder

**Description of Task Simulation 4:** Using available handholds, the candidate will demonstrate ability to climb up/down to the 3<sup>rd</sup> or 4<sup>th</sup> rung and repeat until total of 12 rungs are completed.