



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Food Service Manager	School Based	Principal and/or Director of Food Services

<b>Position No:</b> 76013	<b>Length of Work Year:</b> 10 and 12 Months
<b>Salary Schedule:</b> 10mo: P23, P24, P25 12mo: P26, P27	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 10/25/11; 5/30/18; 1/16/20

<b>JOB GOAL</b>
Perform managerial and supervisory duties related to operating a School Food Service Operation. Collaborate with others in the school, school district, and community to operate a successful Child Nutrition Program, while complying with district policies, and state and federal standards.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High School Diploma or equivalent.</li> <li>2. Completion of college courses, according to classification requirements adopted by the School Board.</li> <li>3. Experience in food service, food service management.</li> <li>4. Successful completion of the Child Nutrition Intern Program (CNIP)</li> <li>5. Successful completion of ServSafe or an approved sanitation and safety course.</li> <li>6. Ability to supervise and facilitate the work of others.</li> <li>7. Demonstrate leadership and knowledge skills in assigned area(s) of responsibility.</li> <li>8. Ability to perform the functions of the position.</li> <li>9. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To implement standards of federal, state and local regulations relating to preparation and service of food and to sanitary practices.</li> <li>2. To collaborate with school principal, faculty and parents in planning and utilizing the child nutrition program as an educational asset in the educational day.</li> <li>3. To plan effectively, using critical thinking and problem-solving techniques.</li> <li>4. To promote a safe, efficient, legal and effective working environment.</li> <li>5. To lead effective staff relationships within department.</li> <li>6. To develop work schedules and assign duties as appropriate to ensure that all facets of the program are covered.</li> <li>7. To apply knowledge of Hazard Analysis Critical Control Points (HACCP), food safety and sanitation principles.</li> <li>8. To demonstrate cost control methods through careful planning for the use of food, supplies and labor.</li> <li>9. To maintain accurate records in accordance to federal guidelines in addition to proper control of cash, food supplies, and equipment.</li> <li>10. To provide on-going staff training in sanitation, food safety, and HACCP guidelines that promotes multi-skilled employees and standards for evaluating employees' performance.</li> <li>11. To instruct employees in proper use of equipment and efficient work practices.</li> </ol>

12. To maintain accurate personnel records that utilizes the school district's disciplinary action procedures.
13. To maintain and submit required federal reports within time requirements.
14. To create and maintain a culture of quality services within a learning organization.
15. To work with the Director of Food Service in meeting district food service goals.
16. To perform assigned tasks in a timely and efficient manner.
17. To perform assigned tasks with a high standard of quality.
18. To perform other duties as assigned by the principal or Director of Food Services.

**PHYSICAL DEMAND CLASS:**

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 MANAGER**  
**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.