

Food Service Manager Job Description

JOB PURPOSE

Manage and coordinate the day-to-day food service operations; assure compliance with State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct, and evaluate assigned food service personnel if applicable.

QUALIFICATIONS:

1. High School Diploma with a minimum of two years experience working in food service
2. Good organizational skills
3. Computer literate especially in Microsoft Office
4. Other appropriate qualifications with experience and/or academic training appropriate for the position and for the school's philosophy and program

EMPLOYEE CLASSIFICATION: Exempt

REPORTS TO:

School Principal/ Executive Director

JOB DUTIES AND RESPONSIBILITIES:

Manages, coordinates and oversees the day-to-day food service operations; analyzes effectiveness, assures compliance with the State and Federal laws, regulations, safety and sanitation procedures.

Estimates and orders amount of food and supplies needed; monitors and controls expenditures; maintains assigned budget.

Directs, assigns, schedules and evaluates food service personnel: conducts training sessions for new employees.

Inspects lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.

Plans and coordinates daily work for efficient use of labor; receives calls from employees and calls substitutes as necessary.

Trains and assists employees in the proper handling of foods, correct use and care of equipment and high standards of sanitation and safety.

Maintains, prepares and reviews a variety of menu production records, inventories, logs and reports; accumulates data and inputs information into a computer as appropriate and files documents as necessary.

Supervises and participates in food preparation and distribution to students and staff; plans for catered events such as meetings, activities and parties; plans and coordinates food service operations with school activities to improve school and community relations and increase student participation.

Communicates with students, staff, faculty, and outside organizations to exchange information, receives suggestions, and resolves issues related to food service.

Participates in, schedules and attends in-service meetings and workshops related to assignment. Demonstrates regular attendance and punctuality.

Actively participate as a member of the governance committee to establish general practices and discuss financial stability

Adheres to the appropriate code of ethics.

Other duties as assigned.