

CAFETERIA

TITLE: FOOD SERVICE MANAGER

REPORTS TO: Food Service Director

QUALIFICATIONS:

1. High School Diploma
2. Minimum of three years experience in a school food-service setting
3. Serve-safe certified & and a member of SNA
4. Knowledge of POS systems, food safety and sanitation principles
5. Alternatives as the Board may find appropriate and acceptable

JOB GOAL: Assists the Food Service director by performing managerial and supervisory duties. Collaborates with others in the school, school district and community to operate a successful food service operation, while complying with state and federal standards and implementing board policies.

PERFORMANCE RESPONSIBILITIES:

1. Provides effective office organization and paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state and local regulations and policies.
2. Oversees cashiering activities involving the collection of monies and recording of daily receipts; assists in the preparing of routine financial reports; operates Point of Service computerized system.
3. Processes Free & Reduced applications as a determining official.
4. Communicates effectively with school administration, parents and vendors.
5. Inspects school lunch facilities and operations to ensure all state and federal guidelines are met.
6. Trains new personnel on POS system and cafeteria procedures.
7. Assists the Food Service Director in administering personnel policies and evaluation of food service employees.
8. Works efficiently in Systems 3000 to create and maintain purchase orders for the financial integrity of the department.
9. Ensures High Standards of safety, sanitation and meal quality at all schools.
10. Assists in the scheduling of staff and the delegation of assignments.
11. Assists in the daily operation of Communications High School.
12. Performs other duties as assigned by the Food Service Director.

TERMS OF EMPLOYMENT: Salary to be determined by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy on evaluation of non-certified staff.

APPROVED: May 19, 2015