

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Food Service Manager

Supervisor: Director of Food Services

General Job Description: To prepare and serve nutritious, attractive, tasteful food for students, and school staff.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Carry out assignments and instructions from supervisor in a competent and efficient manner.
9. Communicate with supervisor and food service staff.
10. Secure the building upon arrival at school.
11. Maintain personal safety and safety to others as number one priority.
12. Organize schedules for food preparation, serving of meals, kitchen, and dining area clean-up.
13. Assign jobs to food service staff.
14. Maintain sanitation procedures in every area of food preparation, serving of meals and clean-up. Maintain high score on Environmental Improvement Division inspections.
15. Maintain sanitary personal hygiene.
16. Complete required bookwork with accuracy and timeliness.
17. Make daily bank deposit of all monies collected.
18. Operate Point of Sale machine and computer daily.
19. Participate in the free/reduced application procedure.

Additional Duties and Responsibilities:

1. Maintain positive relations with food service staff, students, principal, assistant principals, faculty, custodian, maintenance, deliverymen.
2. Order groceries, check in deliveries, and put groceries on shelves.
3. Record temperatures on walk-in cooler, freezer, and dry storage.
4. Maintain inventories on food, non-food, and equipment.
5. Instruct and supervise student workers.
6. Pick-up mail at food service office in administration building.
7. Contact, instruct, and supervise food service substitute as needed.
8. Obtain school food service professional association certification.
9. Other tasks as may be deemed appropriate and necessary by the immediate supervisor/or Superintendent.

Qualifications:

1. High school diploma or GED, preferred.
2. Ability to read and write the English language. Writing must be legible and clear.
3. Ability to operate calculator and to count accurately.
4. School food preparation experience.

5. Have the physical capacity to handle food preparation, supplies, and operate kitchen equipment.
6. Ability to work with many people and maintain positive attitude.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

1. Standing, sitting, bending, lifting, reaching, carrying, climbing, squatting, kneeling, stooping.
2. Hand/eye coordination, normal range of sight and depth perception,
3. Lifting from floor to mid-thigh maximum (30-50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (40-50 pounds) occasionally. Lifting from shoulder to overhead maximum (30 pounds) occasionally. Carrying (25-30 pounds) maximum regularly.
4. Continual handwashing for sanitation purposes.

Safety and Health:

1. T.B. Test
2. Wear protective devices such as back supports, aprons, and hand guards.
3. Use pot holders when handling hot pans.
4. Wear leather top, non-skid soled shoes.
5. Read, observe, and understand all precautions and proper methods of handling chemicals, equipment, food, and non-food products.
6. Complete all required training.
7. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

1. Food mixer and accessories, commercial dishwasher, convection oven, range, garbage disposal, walk-in freezer, walk-in cooler, reach-in refrigerator, steam tables, milk cooler, beverage dispensers, washer, dryer, thermometers.
2. Food and non-food products.
3. Chemicals.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Noise levels vary according to kind of work being done, and the kind of equipment being used. Amount of kitchen space, kind of equipment, and arrangement of equipment varies from school to school. Storage of food and non-food products may be in small or large areas. Heat exists in the kitchen when oven(s) are being used. When being used, the dish room is hot and humid. Floor surface is floor tile. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must be willing to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

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