



## **Job Title:** School Food Services Manager

### **Job Summary:**

The School Food Services Manager position will report to the School Business Administrator. They will coordinate and direct the activities of the high and middle school kitchen, including, but not limited to: creating duty assignments as needed, performing skilled cooking duties, directing and supervising personnel assigned to the facility in a pleasant and helpful manner, as well as maintaining the food supply.

### **Essential Job Functions:**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Direct and participate in food preparation according to the standard menu, recipes, and verbal instructions. This will be done economically, efficiently, and on schedule.
- Guide the production and understand the regulations of preparing and serving in matters of temperature, appearance, and portion size.
- Requisition routine supplies, keep records, and make reports.
- Numerical and clerical ability to calculate and record production quantities and inventory.
- Repeatedly lift and/or otherwise move cases and pans of food and other materials.
- Pack food properly for transportation to area schools and meal sites and assist with deliveries.
- Assist with serving meals.
- Assist in serving students by following USDA guidelines and ensuring that their needs are recognized and acknowledged.
- Maintain confidentiality.
- Operate kitchen equipment, mechanical dishwasher, and other equipment as needed.
- Order food, produce, dairy and bread products weekly.
- Rotate stock on shelves to insure freshness of products.
- Safely operate any equipment introduced into the kitchen.
- Maintain a sanitary and safe kitchen.
- Developing and Distributing Monthly Menus for all school buildings.
- Clean kitchen areas, equipment, mechanical dishwasher, and other equipment as needed.
- Store food as directed.
- Assist in upholding and enforcing school school rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school facilities for the purpose of ensuring that the site is suitable for safe

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- operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
  - Professionally interact with colleagues, members of the public, and students.
  - Comply with all School policies and all applicable laws.
  - Process Annual FRPL forms and input into the system
  - Monthly CN Claims processing
  - Assist in ordering and prepping all School event meals
  - Perform special assignments and other duties as assigned or required by the supervisor.

**Desired Skills:**

- Ability to complete 10 hours of training annually as required by the USDA.
- Experience in quantity food production and preparation preferred.
- Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
- Must have good leadership skills; ability to plan, organize, direct, coordinate and delegate responsibilities to food service staff.
- Must be willing to maintain and update food service abilities by attending workshops, conferences, food shows, and/or in-service programs.
- Ability to scratch bake.
- Must be able to read, write, and do basic mathematics such as extrapolation recipes, keeping records, making changes, counting money, and making reports.
- Knowledge of measuring, weighing, following recipes, and operating equipment in a production kitchen.
- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50 lbs. or less. Stand or walk 95% of the workday.
- Knowledge and willingness to be trained in the Skyward Point of Sales system.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of school software, including Microsoft Office.
- Ability to establish cooperative working relationships with school staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.

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- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and school staff.

**Minimum Qualifications:**

- Successful Federal Fingerprint Clearance.
- Bachelor's Degree
- Valid New York State driver's license.
- Completion of all school-required trainings within thirty (30) calendar days from hire date.

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