

CITY OF AUGUSTA
Department of Public Schools

JOB DESCRIPTION

TITLE: **FOOD SERVICE MANAGER**

REPORTS TO: Director of School Nutrition

POSITION EXPECTATIONS: To manage the assigned school nutrition program, under general supervision of the Director of School Nutrition and school principal, as an integral part of the overall school environment while meeting students' preferences and nutritional needs, as well as program requirements, in an atmosphere of cheerfulness and personal caring.

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Certified in Sanitation.
3. Demonstrated ability to supervise the work of others.
4. Minimum of three years food service experience preferred.
5. Ability to interact positively and effectively with a variety of people, including administration, staff, students, and community.
6. Knowledgeable of federal, state, and local regulations relating to food service.
7. Knowledgeable of quantity food production, storage and handling techniques.
8. Effective organizational, supervision, and oral and written communication skills.
9. Must demonstrate good personal hygiene.

PERFORMANCE RESPONSIBILITIES:

1. Manage the school food service program in accordance with federal, state and local requirements.
2. Oversees receiving, storing, handling, preparing, and serving of food according to established specifications and procedures.
3. Direct purchases, or recommends purchases or orders, of all food supplies and equipment according to established specifications and procedures.
4. Checks food and supply deliveries for quality and accuracy.
5. Assures that sanitation and safety standards in all phases of the school food service operation (including preparing, storing, and serving food), meet established standards at all times.

6. Maintains a required system of accountability of meals served by category, (paid, free or reduced), and preparing menu records on a daily basis.
7. Assists in the selection of food service workers and supervises food service workers, including training, scheduling, work assignments, maintaining accurate time records, and performance evaluations according to established procedures.
8. Communicates concerns in a timely manner to appropriate supervisor regarding policies and procedures relating to all food service employees, and employee relation concerns/problems.
9. Directs preparing and serving of meals for special functions and community activities.
10. Incorporates time-saving production techniques, effective merchandising, and nutrition education activities.
11. Promotes student and staff satisfaction by merchandising and serving meals in an attractive and pleasant manner.
12. Implements a professional growth plan.
13. Involves students, staff, and community in school food service activities.
14. Practices safe work methods and monitors for safe work methods of subordinates; assists in keeping work areas and equipment in safe operating condition; and promptly notifies supervisor of any safety hazardous conditions.
15. Prepare and deposit cash receipts daily.
16. Performs other related duties as required and/or assigned.

WORKING CONDITIONS / PHYSICAL DEMANDS:

General food service kitchen and cafeteria setting.
 Moderate but frequent bending, twisting, reaching, and lifting of up to 40 lbs.
 Ability to work near and with ordinary and institutional food service equipment.
 Ability to work near and with ordinary and institutional cleaning chemicals.
 Ability to work on your feet for extended period of time.
 Use of a personal computer and related software.

TERMS OF EMPLOYMENT:

School year position.
 Evaluated annually by Director of School Nutrition, with input from the school principal.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____