



Classified Job Description

NJUHSD Board Approved: May 8, 2019

Position Title:	FOOD SERVICE MANAGER
Contract Term:	9 months per year
Salary Range:	22

GENERAL DEFINITION:

Under the direction of the Director of Nutrition Services oversees and coordinates the operations of the nutrition services department, directs food service personnel at assigned site to perform their functions in a safe and efficient manner. Provides food services at the assigned site that meet the mandated nutritional needs of students, ensuring availability of quantities of items, providing written support to convey information, and complying with mandated health requirements.

UNDER SUPERVISION OF:

Director of Nutrition Services /Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with the supervision of the food service program.
2. Assists with planning monthly/weekly menus.
3. Data entry management and oversight of nutrition recordkeeping software.
4. Maintains control of inventories and supply orders. Receives, inspects, stores, and inventories supplies and equipment.
5. Helps develop work assignments for food services employees.
6. Assigns job duties to food service employees.
7. Assists with supervision of work schedules, menu production, ala carte sales, and food preparations for site functions as needed.
8. Estimates appropriate quantities of food and the number of staff needed to prepare assigned recipes and food items within established time constraints, ensuring no overages/shortages occur.
9. Directs, monitors, and assists with the preparation and serving of food in accordance with established recipes and governmental and nutritional guidelines.
10. Maintains standards of work, sanitation, and safety, ensuring food items are properly stored, cooked, shipped, and served in a safe, sanitary, and timely manner.
11. Participates in preparation of daily entrée, baked goods, and other food items for the purpose of implementing and maintaining services/or programs.
12. Stocks food, condiments, and supplies for the purpose of maintaining adequate quantities, safety, and security of items.
13. Assists in the training of food service employees for the purpose of efficient program operations.
14. Participates in a variety of food service operations and functions as needed, including serving food, selling/collecting meal tickets, and cleaning kitchen equipment and work areas.
15. Oversees employee check in/check out process daily.
16. May be asked to assist with the selection of food service personnel.
17. May be asked for input regarding employee evaluations.
18. Counts money received and prepares bank deposits.
19. Responsible for the opening and closing and the security of the kitchen.
20. May be required to transfer inventory between district sites and pick up inventory from local suppliers.
21. Other reasonably related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Previous experience in food service or institutional food management involving the planning and preparation of food in large quantities. A Serve Safe Certificate is required and/or the ability to receive one.

CERTIFICATES AND LICENSES:

Knowledge of First Aid card and CPR. Valid California drivers' license and evidence of insurance. Serve Safe certificate.

MATHEMATICAL SKILLS:

Performs arithmetic calculations at the level necessary for satisfactory job performance. Ability to calculate figures and amounts, proportions, percentages, area, circumference, and volume.

LANGUAGE SKILLS:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Ability to direct the operation of all phases of cafeteria functions including economical ordering, use of food stuffs, cleanliness, sequence of food preparation, and serving techniques. Ability to prepare menus affording a balanced diet. Ability to adjust menus, estimate food requirements, judge food quality, determines food values and makes nutritional substitutions within food groups. Ability to establish and maintain cooperative relationships with cafeteria staff, students, and school personnel. Knowledge of principles, procedures and equipment used in the storage, care preparation, cooking, baking and serving of food quantity. Knowledge of food values and proper food combinations necessary to meet nutritional standards for federal and state child nutrition programs. Knowledge of the preparation of foods that will be attractive to students. Knowledge of techniques of supervision, training, and safe work practices. Ability to speak clearly and concisely both in oral and written communications. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burns while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.