

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

SCHOOL FOOD SERVICE OPERATION MANAGER

1. SERVICE DELIVERY

- _____ 1. Supervise school food service personnel jointly with the SFS Financial Manager.
- _____ 2. Prepare work schedules and specific duties for school food service personnel.
- _____ 3. Assume responsibility for accurate meal counts, cash collections, and deposits.
- _____ 4. Supervise all food and non-food orders from District and outside vendors.
- _____ 5. Maintain accurate inventory of food and non-food items.
- _____ 6. Maintain high standards of safety, security, and sanitation.
- _____ 7. Supervise employment, re-employment, transfers, and resignations, ensuring equal employment opportunity in hiring and promotion.
- _____ 8. Work with Principals and teachers in planning, developing, and utilizing the school food service program as a service and educational asset in the school program.
- _____ 9. Knowledge of number and types of workers needed to staff a large food service operation.
- _____ 10. Knowledge of employee policies and procedures and supervisory techniques.
- _____ 11. Ability to instruct, evaluate, and supervise employees.
- _____ 12. Review procedures used in ordering, receiving, storing, and inventorying food and supplies to ensure that food stock is efficient.
- _____ 13. Actively monitors and updates the budget during the fiscal period for changes in the food service program.
- _____ 14. Responsible for the operational management and administrative direction with a budget and financial area of the food service department and supports the mission and vision of the department/program and the District.
- _____ 15. Assist and / or direct the investigation of errors and complaints.

2. EMPLOYEE QUALITIES/RESPONSIBILITIES

- _____ 16. Manage the entire school meal service production to ensure compliance with Federal, state, and local regulations.
- _____ 17. Submits the annual reauthorization of cash collections points and change funds to the business office by July 1 each year or whenever a change in the custodian is made.
- _____ 18. Exercise managerial skills to control food, labor, and non-labor costs.
- _____ 19. Provide ongoing in-service training for food service personnel. Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- _____ 20. Identifies staff development and training needs and ensures that training is obtained.
- _____ 21. Develops and enforces procedures.
- _____ 22. Reviews staffing patterns to ensure proper assignments.
- _____ 23. Oversees equipment maintenance. Requests equipment repairs or replacement.
- _____ 24. Plan well-balanced, nutritional and appetizing menus with a fixed budget.
- _____ 25. Foster and maintain a good work ethic and professional image.
- _____ 26. Provide annual performance appraisal to food service staff.
- _____ 27. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- _____ 28. Assist external auditor with documentation requests and provide responses to business process inquiries. Responsible for coordinating requests by auditors in a timely and efficient manner.

3. SYSTEM SUPPORT

- _____ 29. Maintain records and submit reports as required.
- _____ 30. Tests and approves new recipes for use.

SCHOOL FOOD SERVICE OPERATION MANAGER (**continued**)

- _____ 31. Knowledge of mathematical calculations used in determining the number of servings in a given amount of food, modifying recipes, and determining food costs and projections.
- _____ 32. Maintain records and prepare reports.
- _____ 33. Inspect food service areas to assure compliance with health, safety, and sanitation requirements and regulations.
- _____ 34. Attend School Food Service Association Meetings and related functions.
- _____ 35. Respond immediately to emergency problems.
- _____ 36. Develop an annual needs assessment for the food service program.
- _____ 37. Knowledge of and the ability to utilize the computer for a variety of functions relative to the food service program.
- _____ 38. Represent the School Board in an appropriate manner.
- _____ 39. Perform other incidental tasks consistent with the goals and objectives of the District and this position.
- _____ 40. Responsible for developing and maintaining partnerships throughout the District in order to attain District's goals and objectives.
- _____ 41. Maintain confidentiality at all times regarding all matters related to assignment.
- _____ 42. Participate in workshops and training sessions as assigned.
- _____ 43. Maintain work area in a safe and secure manner.
- _____ 44. Assist the Assistant Superintendent for Business and Finance with required reports.
- _____ 45. Perform other duties as assigned by Assistant Superintendent for Business and Finance.
- _____ 46. Perform other duties as assigned.

9. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 47. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 48. _____
- _____ 49. _____
- _____ 50. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

(Signature of Evaluator / Date)