



JOB DESCRIPTION – Lunchroom Manager

JOB GOAL:

To administer the School Nutrition Service at the school level in an efficient and effective manner to meet nutritional needs and program acceptability for students and staff in accordance with federal, state, and local requirements.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Must possess supervisory ability.
3. Must have experience with computers. Preference given to candidate having experience using Point of Sale and Back to the House software.
4. Must possess or be willing to obtain a CDL License with passenger and school bus endorsement within 3 months of Employment.
5. Must provide written references upon the request of the Superintendent.

REPORTS TO:

Supervisor of Food Service

SUPERVISES:

School Food Service Workers

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of principles of quantity food preparation.
2. Knowledge of use of a wide variety of food service equipment.
3. Extensive knowledge of planning, preparation, and service of a large variety of foods.
4. Knowledge of health, safety, and sanitary practices in the food service operation.
5. Ability to train and supervise food service personnel.
6. Ability to maintain effective working relationships.
7. Considerable knowledge of nutrition and food value.
8. Ability to work at a fast pace.
9. Basic English, accounting, and mathematical skills.
10. Ability to requisition food and supplies and maintain an inventory.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Manage the entire school meal program to ensure compliance with federal, state, & local regulations.
2. Supervise and evaluate school food service personnel jointly with the Principal.
3. Prepare work schedules and specific duties for school food service personnel.
4. Assume responsibility for providing quality nutritional meals, making accurate meal counts and making sure that all meals served meet the minimum serving sizes appropriate for the various age groups.
5. Maintain accurate records and submit the following reports in a timely manner: Meal Counts, Production records, Deposit and Accounting reports, Monthly and End of the Year Physical Inventories, Refrigeration and Temperature check sheet, and Yearly equipment inventory.
6. Maintain accurate inventory of food and non-food items using Back of House software.
7. Maintain high standards of safety, security, and sanitation.
8. Exercise managerial skills to control food, labor, and non-labor costs.
9. recommend the purchase of equipment and requisition needed repairs.
10. Assume responsibility for the proper storage and use of commodities and other food and non-food items.
11. Collaborate with the school, parents, and physicians on meeting special dietary needs of children.
12. Assume duties of absentee school food service employees as necessary.
13. Supervise the operation and care of equipment.
14. Work with Principal and teachers in planning, developing, and utilizing the school food service program as a service and educational asset in the school program.
15. Be responsible for the intake of all deliveries/orders, checking each delivery against the appropriate order form and reporting any shortages or items refused to the vendor, the Fiscal Assistant for School Nutrition.
16. Use standardized recipes and proper portion control.
17. Submit vendor bills, Health Department Inspection Reports, & all other related items to the District Office.
18. Answer all questions and provide documentation to the various auditors seeking additional information, i.e., Auditor General, School Meals Initiative, U.S. Department of Agriculture, CRE, and etc.

Inter/Intra Agency Communication Delivery

19. Interact and communicate appropriately with students, parents, co-workers, and school personnel.
20. Cooperate with community organizations utilizing lunchroom facilities.
21. Report any accidents to the Principal.

Employee Qualities/Responsibilities

22. Work as a team leader.
23. Report to work punctually and regularly and display an appropriate work ethic.
24. Follow all school and food service policies and guidelines.
25. Continue to improve knowledge and competence relative to position.

System Support

26. Prepare all required reports and maintain all appropriate records.
27. Provide ongoing in-service training for food service personnel
28. Maintain a positive relationship with outside vendors.
29. Represent the School Board in an appropriate manner.
30. Perform other incidental tasks consistent with the goals and objectives of this position.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days, and using sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Is familiar with and incorporates the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force as needed.
2. Maybe heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects

TERMS OF EMPLOYMENT:

1. 12-month position
2. The salary and benefits shall be paid consistent with the district’s approved compensation plan.
3. Extended hours beyond the regular school day may be required. (Compensation according to district policy)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: April 12, 2022