

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### SCHOOL FOOD SERVICE MANAGER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Three (3) years successful experience in food services.
- (3) Completion of Food Service Management Intern Program.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of planning, preparation and service of meals daily. Knowledge of kitchen equipment. Complete understanding of nutrition, health, sanitation and safety regulations. Ability to maintain an up-to-date inventory. Ability to requisition food and non-food supplies. Basic understanding of accounting principles.

**REPORTS TO:**

Principal / Supervisor of School Food Service

#### JOB GOAL

To administer the food service program 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 guidelines.

**SUPERVISES:**

School Food Service Assistant Manager  
School Food Service Workers

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 09**

**SCHOOL FOOD SERVICE MANAGER (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Cooperate with the Principal and staff in developing the food service program for maximum benefit to school and community.
- \* (2) Prepare and serve high quality, nutritious and attractive meals.
- \* (3) Supervise and evaluate food service personnel jointly with the Principal.
- \* (4) Assist the Principal with employment, re-employment, transfers and terminations,
- \* (5) Maintain high standards of sanitation and safety.
- \* (6) Submit reports and maintain records as required.
- \* (7) Provide on-going inservice training for food service personnel.
- \* (8) Exercise managerial skills to control food, labor and non-labor costs.
- \* (9) Supervise the cash collection and accountability of cash receipts.
- \* (10) Supervise all food and non-food orders from District and outside vendors.
- \* (11) Recommend the purchase of equipment

**Employee Qualities / Responsibilities**

- \* (12) Work as a team leader.
- \* (13) Interact with students and all school personnel.
- \* (14) Report to work punctually and regularly.
- \* (15) Display an appropriate work ethic.
- \* (16) Follow all school and food service policies and guidelines.

**System Support**

- \* (17) Communicate well with co-workers, school personnel and the Principal.
- \* (18) Maintain a positive relationship with outside vendors.
- \* (19) Represent the School Board in an appropriate manner.
- (20) Perform other duties as assigned.

\*Essential Performance Responsibilities