

# BROCKTON PUBLIC SCHOOLS

## FOOD SERVICE MANAGER/HEAD COOK

**REPORTS TO:** Principal

**FLSA Designation:** Non-Exempt

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### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

**HOURS:** 6:00 a.m. – 2:00 p.m.

### **ESSENTIAL FUNCTIONS:**

- Oversees the daily operation of the District's food services program.
- Monitors the Federal Free and Reduced Lunch Program in accordance with federal requirements.
- Provides training to food services staff in the areas of food preparation and sanitation.
- Supervises and evaluates employees with the food services program, including cooks, assistant cooks, and kitchen helpers.
- Plans menus that conform to federal requirements and provide nutritional meals.
- Conducts periodic meetings with food service personnel.
- Makes recommendations and evaluates meal costs.
- Prepares annual food services budget.
- Makes recommendations for the updating and purchasing of new equipment.
- Plans and directs the preparation and serving of all food in the cafeteria.
- Responsible for securing food, supplies, and revenues.
- Supervises and participates in the preparation and service of food.
- Supervises kitchen personnel in the safe and proper use of kitchen equipment.
- Trains new kitchen helpers.
- Ensures that all equipment in the cafeteria area is in safe, working condition and notifies the custodian and/or principal when repairs are needed.
- Assists in planning work schedules of kitchen helpers.
- Responsible for maintaining high standards of cleanliness and safety in the kitchen and cafeteria.
- Oversees and participates in the cleaning of the kitchen and related areas.
- Responsible for receipt of food shipments to the school.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **DESIRED MINIMUM QUALIFICATIONS:**

- Preferred Bachelor of Science degree in Food Service Management or Nutrition. Experience in food services management and/or nutrition may be substituted.
- Ability to read and interpret safety rules and operating and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to calculate figures and discounts.
- Ability to effectively communicate, orally and in writing, with students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to comply with Board policies, rules and regulations, and directives.

**EQUIPMENT USED:**

Calculator, cash register, computer, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other kitchen equipment.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually moderate to loud. The employee is often required to meet deadlines with severe time constraints.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. The employee must be able to bend or twist at the neck and waist and be able to reach above the head. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. This position may require the employee to occasionally lift and/or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**I have read and understand the above job description.**

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Signature of Employee and Date

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Signature of Supervisor and Date