

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SCHOOL FOOD SERVICE OPERATION MANAGER

QUALIFICATIONS:

1. Five (5) years of professional food service experience preferred.
2. Minimum of a Bachelor's degree from an accredited college or university, prefer a major in nutrition. Health or food sciences may substitute for the required experience on a year for year basis.
3. Eligible to sit for the dietetics examination and must complete the certification within the first year of employment.
4. Eligible to complete the safe serve exam or already possess the certification.
5. Successful experience in large food service operations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strategic Management – Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives.
- Policy/Procedure Development – Ability to develop and implement policies, procedures, goals and objectives.
- Documentation – Ability to document existing and new processes.
- Process Evaluation – Ability to evaluate process effectiveness and develop change or alternatives.
- Strategic Planning – Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate others to transfer vision into action.
- Contract Administration – Knowledge of contract administration and how contracts are included in the school food service program.
- Project Planning – Knowledge of the principles and practices of project planning, development, and evaluation.
- Management Practices – Knowledge of the concept, principles, and practices of management.
- Budget Practices – Knowledge of the concepts, principles, and practices of accounting, budgeting, and cost control procedures.
- Ability to represent the District at conferences, workshop, and training sessions in a professional and positive manner.
- Organize work, set priorities and meet critical deadlines.
- Ability to interface with a variety of employees and other service providers.
- Advanced analytical, organization, and interpersonal skills.
- Excellent collaboration, verbal and written communication skills. Effective Communication - Ability to communicate respectfully and effectively verbally and in writing.
- Able to break down problems into meaningful parts and come to rational and well-thought out conclusions.
- Interest in process improvement.
- Willing to adapt quickly to quick changes in direction.
- Ability to utilize problem-solving techniques.
- Ability to work independently while keeping supervisor informed.
- Internally motivated to seek out answers, generate ideas, and develop new skills.
- Working Relationships - Ability to establish and maintain effective working relationships, and provide for positive communication among staff.
- Ability to deal with conflict in a positive and constructive manner.
- Ability to receive constructive feedback in a positive and productive manner.
- Ability to utilize problem-solving techniques.
- Model and maintain high ethical standards.

SCHOOL FOOD SERVICE OPERATION MANAGER (continued)

- Demonstrates loyalty and trustworthiness.
- Attention to Detail - Ability to perform accurately in a detail oriented environment.
- Prioritize and Multi-task - Ability to prioritize, organize, and perform multiple work assignments simultaneously.
- Data Reconciliation - Ability to compile, review, and reconcile data for accuracy, completeness, and compliance.
- Laws, Rules & Regulations - Knowledge of and ability to effectively interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
- School Board Policy - Knowledge of and the ability to effectively interpret and apply related Board policies, procedures, principles, and practices.
- Computer Application Knowledge - Knowledge of applicable computer applications and basic computer functions and garner and master software programs used in the Food Service Program.
- Fiscal/Accounting Technology - Knowledge of electronic data processing as it applies to food service program.
- Follow attendance and proper dress rules as required.
- Perform work with a record of regular attendance and punctuality.

REPORTS TO:

Superintendent or designee

JOB GOAL

- Manage and coordinate the day-to-day food service operations.
- Knowledge of and assure compliance with State Board of Education and Department of Agriculture regulations, state statues, Federal laws, USDA regulations regarding nutrition, sanitation, safety, and record-keeping assigned to the food service program.
- Ability to work with volunteers, students, and teachers to increase knowledge of healthy choices and promote meal participation through various activities.
- Coordinate the food service committee.
- Knowledge of the principles of quantity food preparation.
- Knowledge and use of a wide variety of food service equipment.
- Extensive knowledge of planning, preparation, and service of a large variety of foods.
- Knowledge of health, safety, and sanitary practices in HAACP/SERVSAFE relative to the school food service operation.
- Considerable knowledge of nutrition and food value.
- Ability to requisition food and supplies and maintain an inventory.
- Ability to work at a fast pace.
- Plans, organizes, and directs the production of the School Food Service program for the District.
- Administers the Food Service Program at the level in an efficient manner to meet nutritional needs and program acceptability.
- Supervises Cafeteria Managers and Workers.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Sit at a desk or in a meeting for extended periods of time, ability to lift 50 pounds, and ability to move heavy 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.

PERFORMANCE RESPONSIBILITIES:

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.

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.

System Support

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

*Essential Performance Responsibilities