

ST. JOHN PARISH SCHOOL SYSTEM  
JOB DESCRIPTION

JOB TITLE:	<b><i>Food Service Manager</i></b>
REPORTS TO/EVALUATED BY:	Supervisor of Child Nutrition
TERMS OF EMPLOYMENT:	9 Months
SCOPE OF RESPONSIBILITIES:	To provide students with nutritionally, attractive meals in a safe and sanitary environment which encourages learning.

***For individuals with a disability, hiring decisions will be based only on the individual's ability to perform the essential functions of the job with or without a reasonable accommodation.***

**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Implements and complies with all local, State, and Federal school food service and School Board policies and procedures.
2. Accurately completes perpetual and/or physical inventories of foods, supplies and equipment according to schedule.
3. Adjusts and follows standardized recipes and determines ingredient substitutions.
4. Provides on-the-job training and orientation for new school food service employees and other professional development training to veteran employees.
5. Prepares and clarifies food production, individual work and cleaning schedules for the technicians in a timely manner.
6. Follows centralized menus and plans for advance preparation such as allowing for proper thawing of food and best use of employee time.
7. Determines when equipment needs repairs, contacts the appropriate person or department and follows through until equipment is again operational.
8. Maintains past three years plus current year records and reports (SFS-6, 7, 7A, etc.) documenting foods used and numbers of meals served. Submits information to Central Office by third day after the end of each month.
9. Supervises technicians' work habits to ensure that safety, sanitation and personal hygiene rules are followed. Follows through promptly in the case of the on-the-job injuries and reports of unsafe working conditions.
10. Displays proper respect for supervisors and works cooperatively with food services staff, teachers, parents and students.
11. Promotes school food service; plans and participates in nutrition education activities (National School Lunch Week, Louisiana School Lunch Week, Team Nutrition).
12. Estimates and orders quantities of food and supplies as precisely as possible.
13. Supervises receiving and storage of all food and supplies, ensuring that orders are as specified according to bid and that prices are accurate.
14. Supervises and evaluates the job performance of subordinates in accordance with local School Board support personnel evaluation plan.

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15. Utilizes food merchandising and marketing techniques such as garnishes, cafeteria serving counters and bulletin board decorations or arrangements.
16. Accurately collects, counts, and secures monies prior to depositing daily or as otherwise directed by Central Office.
17. Responds immediately to emergency call outs for kitchen and cafeteria area.
18. Is observant of and properly disposes of poor quality food.
19. Solves problems appropriately and makes independent decision when necessary.
20. Adapts easily to changes in routine and readily accepts suggestions and/or constructive criticism.
21. Checks cooler and freezer temperatures every other day except weekends, even during summer vacation and holidays as scheduled by Director.
22. Maintains acceptable cost control over food and supplies.
23. Displays willingness to upgrade job knowledge and skills by attending and participating in job-related training and other professional activities, locally and/or statewide through membership in professional organizations.
24. Participates in the interviewing and screening of job applicants.
25. Notifies director promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.
26. Attends work regularly and arrives punctually.
27. Displays proper respect for supervisors.
28. Observes professional fines of communication at all times with individuals inside and outside the school system.
29. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.
30. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others.
31. Accepts any and all other duties as may be assigned relating to the scope of the job.

### **WORK ENVIRONMENT/HOURS:**

Atmosphere may be warm and humid from cooking food and washing dishes. May be exposed to sudden temperature changes when entering walk-in freezers and coolers. Subject to burns from hot food and utensils and cuts from knives. Possibility of injuries from falls on slippery, hard floors. May be exposed to various solvents and other chemicals used in cleaning.

### **COMMUNICATION SKILLS:**

The Food Service Manager must be able to: 1) calculate measurements and read recipes and other directions; 2) communicate in standard English, both orally and in writing; and 3) accurately count.

### **EQUIPMENT USED:**

The Food Service Manager must be able to operate/handle dishwashers, mixers, food slicers, convection ovens, steamers, heavy pots, pans, computers, etc.

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**PHYSICAL INVOLVEMENT:**

The Food Service Manager must be able to: 1) walk and stand intermittently throughout the day; 2) stoop, reach for and lift heavy objects; 3) lift and carry 25 pounds; 4) lift up to 100 pounds with assistance; 5) push and pull equipment such as food carts and mop buckets; and 6) provide own transportation to workshops and meeting sites.

**MENTAL INVOLVEMENT:**

The Food Service Manager must: 1) be alert at all times; 2) understand and interpret written and verbal instructions; 3) be familiar with basic principles of cookery and use of the equipment.

**HUMAN RELATIONS INVOLVEMENT:**

The Food Service Manager must be able to: 1) work compatibly with students, teachers, school personnel, and co-workers; and 2) respond positively to supervision and suggestions for improvement.

**WORK HOURS:**

The Food Service Manager must work 185 workdays, seven (7) hour days with ½ hour for lunch. Early morning work hours are required.

**DRESS CODE:**

The Food Service Manager is required to wear a uniform. Hair nets for women and caps for men are required; lab coats are optional. White, low-heeled, rubber sole shoes with closed toes are required. No tennis shoes are allowed. No jewelry is allowed other than a wedding ring. Earrings for pierced ears may be worn. Clean aprons.

**MINIMUM QUALIFICATIONS:**

A minimum of one (1) year of successful school food service experience; possession of a high school diploma and/or equivalency; and successful completion of Louisiana School Food Service Manager Certification Program.

**DESIRABLE QUALIFICATIONS:**

School food service experience. Computer experience.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO: \_\_\_\_\_ DATE: \_\_\_\_\_