

FOOD SERVICE MANAGER II

Class Code: 7211

TITLE: Food Service Manager II
Grade 15

REPORTS TO: Food Service Supervisor

SUPERVISES: Food Service Assistants

JOB FUNCTION: Manage and coordinate the food service operations and activities of a central kitchen; plan and organize food service transporting activities; assure compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; supervise and evaluate assigned food service personnel.

DUTIES AND RESPONSIBILITIES:

- Manage and coordinate the food service operations and activities of a central kitchen; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Plan and organize food service transporting activities; set transportation schedules according to established time lines; assure guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as required.
- 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.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
- Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Meal production planning and scheduling.
- Applicable District, federal and State laws, rules and regulations related to food service.
- Food preparation for transportation to District sites.
- Quantity food preparation and food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Use and care of institutional equipment and utensils.
- Procedures used in ordering, receiving, storing and inventorying food and supplies.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Budget preparation and control.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

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KNOWLEDGE AND ABILITIES (CONT.):

ABILITY TO:

- Manage and coordinate the day-to-day food service operation at an assigned school site.
- Assure compliance with District, State and federal requirements.
- Plan and organize food service transporting activities.
- Plan well-balanced, nutritional and appetizing menus within a fixed budget.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and three years experience in food service.

LICENSES AND OTHER REQUIREMENTS:

- Valid Food Service Permit issued by the Department of Health; must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.

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Original Date: 01/1999

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: _____