

Chequamegon School District August 2009

Job Description – Food Service Manager

Job Title: Food Service Manager
Department: Chequamegon School District
Reports to: Superintendent
Workers Supervised: Assistant Cooks

Position Summary: Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

Qualifications

Education: High School Diploma or higher.

Certifications: Must be certified as deemed necessary through School Food Service Association and WI School Food Service Association (re-certify every 3 years). Certification of good health signed by a licensed physician and free of communicable illnesses.

Experience: Experience in food service industry or large group food preparation. Demonstrates aptitude for food service preparation tasks, including computation, supply and order.

AODA Statement The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

Essential Job Functions/Tasks

1. Supervises assistant cooks.
2. Supervises and instructs kitchen personnel in the safe and efficient use of all kitchen equipment.
3. Assigns all tasks, including preparation, serving, handling and clean up.
4. Determines quantities of food for preparation each day.
5. Oversees the storeroom, including new shipments, inventory rotation and lock up.
6. Ensures necessary supplies are available to meet each new day's menu.
7. Assures that food is prepared according to the menu, is uniform for all lunch groups, and is the best quality possible.
8. Maintains accurate reports and records, including receipts and supply orders.
9. Completes orders for supplies and commodities in a timely fashion.
10. Immediately reports all accidents or occurrences to the superintendent.
11. Reports faulty or inferior products to the purveyor of the product.

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12. Reports any personnel problems or conflicts to the superintendent.
 13. Demonstrates a high degree of independent judgment to ensure serving of scheduled foods to all participants.
 14. Schedules and completes work assignments independently, without supervision.
 15. Assumes all duties as assigned by the superintendent.
 16. Works with children and adults in a school setting to ensure excellence in food service.
 17. Knowledge of Serve Safe and HACCP.
 18. Financial management; knowledge of budgeting principles, responsible to find efficiencies to reduce costs.
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Essential Requirements

Service Orientation – Actively looking for ways to help people.

Coordination – Adjusting actions in relation to others' actions.

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking – Talking to others to convey information effectively.

Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.

Evaluation – Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.

Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Time Management – Managing one's own time and the time of others.

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Active Learning – Understanding the implications of new information for both current and future problem-solving and decision making.

Knowledge

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Sales and Marketing – Knowledge of principles and methods for showing and promoting food products or services. This includes marketing strategy, tactics and product demonstration.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Food Production – Knowledge of techniques and equipment for preparing food products (both plant and animal) for consumption, including storage/handling techniques.

Competencies

Continuous Quality Improvement – Working to improve quality and presentation of food, choices of food, and nutritional value.

Making Decisions – Analyzing information and evaluating results to choose the best solution and solve problems.

Training and Teaching Others – Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Guiding, Directing, and Motivating Subordinates – Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

Performing for or Working Directly with the Public – Performing for people or dealing directly with the public.

Coaching and Developing Others – Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person.

Developing and Building Teams – Encouraging and building mutual trust, respect, and cooperation among team members.

Computer Skills – Using computers and software, and web-based applications.

Working Conditions

- Position involves frequent skin exposure to cleaning detergents, solvents, water, steam, and heat.
- Position involves repetitious lifting (minimum of 20 pounds).
- Position involves considerable bending, standing, and reaching.
- Position involves large volumes of noise.

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date