

FOOD SERVICE LEAD MANAGER

Purpose Statement

To provide support to the food service activities district-wide in addition to managing assigned locations with specific responsibilities for preparing and serving food items to students and/or school personnel; verifying the quality of food and supplies; maintaining facilities in a safe and sanitary condition; and guiding assigned personnel in the performance of their job functions.

Essential Functions

- Be responsible for keeping records and filing reports in connection with the school lunch program, as required by the school and state:
 - NSLP monthly claims
 - CACFP monthly claims: Verify free/reduced meal applications
- Confirm the Direct Certification student approval daily
- Coordinate with the director of operations to arrange necessary coverage of personnel when staff members are absent.
- Confirm kitchen food orders are placed weekly
 - Bid items F & A & EVCO
 - Produce F&A & EvC0
 - Pizza
 - Bread Bimbo
- Approve menu production changes for all kitchens.
- Balance the daily deposits with the Power School reports.
- Manages assigned site operations (e.g. supervises personnel, delegates, creates menus, monitors meal expenditures, evaluates new products and/or menus, record keeping, budgeting, ordering, arranging for substitutes, complying with guidelines and regulations, etc.) for the purpose of providing efficient food services in compliance with established nutritional and health requirements.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Oversees and assists with the preparation, cooking, serving of food and beverage items (e.g. regular food items, special diets, students with allergies, etc.) for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Assists in the disposal and storage of unused food.
- Establish and maintain effective working relationships with students, staff, and the community.
- Express himself/herself clearly and concisely in both oral and written communications.
- Perform duties with an awareness of all District requirements and Board policies, including the awareness and understanding that community members and groups use by other school staff and school kitchens and equipment occasionally.
- Handle stressful situations while maintaining a professional attitude.
- Able to effectively manage time and responsibilities.
- Cleans utensils, equipment, and the storage, food preparation, serving areas and cafeteria for the purpose of maintaining sanitary conditions.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Other Functions

Performs other related duties, as assigned by the Director of Operations, District Administrator, or School Board, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks, with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Able to write, read, and comprehend simple instructions and correspondence. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals, work with similar types of data, and utilize a variety of job-related equipment. Problem-solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation, and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting up to 40 lbs, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 5% sitting, 45% walking, and 50% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Reports To	Director of Operations
Supervises	Staff as assigned
Education	High school diploma or equivalent, and at least three (3) years of relevant school nutrition program experience required
Qualifications	One (1) year of experience as a Food Service Manager At least 8 hours of food safety training is required either not more than 5 years before their starting date or completed within 30 days of the employee's start date. Proficient computer skills required Must be able to read, write, and comprehend written and oral instructions.
Experience	Previous experience with quantity food preparation and service required
Terms	Willingness to work up to 8 hours a day. Some summer work may be required. Salary determined by the current salary schedule
FLSA Status	Non-Exempt
Evaluation	Performance evaluated by Director of Operations

Continuing Education/Training

Annual Training Videos
Annual minimum of twelve (12) hours
continuing education on food service

Certificates & Licenses

Food Safety Basics (must hold
before start date)

Clearances

Background Check
Pre-employment Physical
TB Test