

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: FOOD SERVICE MANAGER I

BASIC FUNCTION:

Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and federal requirements and laws regarding nutrition, sanitation, safety and record keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

DISTINGUISHING CHARACTERISTICS:

Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site. Food Service Manager II incumbents manage and coordinate the food service operations and activities of a central kitchen. Incumbents also plan and organize food service transporting activities to District sites. Food Service Manger III incumbents plan, coordinate, manage and oversee a complex food service program.

REPRESENTATIVE DUTIES:

Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.

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 necessary.

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.

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 related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Meal production planning and scheduling.

Applicable District, federal and State laws, rules and regulations related to food service.

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.

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 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years experience in food service operations.

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.