

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Manager Food Services

GENERAL DESCRIPTION

The essential function of this position within the organization is to administer the food service program at the school level in an efficient and effective manner, to meet nutritional needs and program acceptability of students and staff in accordance with Federal, State, and Local regulations.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Cooperate with principal and staff in planning, developing, and utilizing the school food service program to effect maximum benefits to school and community.

Comply with all applicable District Procedures, School Board Policy, State and Federal Regulations.

Supervises and evaluate food service personnel.

Recommend employees for appointment, re-appointment, transfer, and termination.

Maintains high standards of sanitation and safety.

Submit reports and maintains records as required.

Instructs employees in regulations and procedures and conducts continuous on-the-job training for food service personnel.

Motivate employees to participate in professional self-improvement activities which improve the education and training of the employee and opportunity for advancement.

Exercise managerial skills to control labor, food, and non-food costs.

Manage the preparation of food within an established production system following standardized recipes, preparation and service methods food handling techniques, and equipment use and care guidelines.

Orders supplies according to established specifications, determined by menu, volume and student needs.

Recommends purchase of equipment.

Allocates and supervises the specific daily duties of the on site school food service department staff to ensure quality service and appropriate interaction with customers.

Keeps close check on all equipment and reports to the maintenance department for any needed repairs.

Serve as resource person for school health and nutrition education activities.

Performs duties of subordinates.

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Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any

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unusual pressures.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss and/or damage are likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Supervises the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

Knowledge of standard health standards and regulations as they apply to food preparation and service preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

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"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires four years of experience in institutional food service and some experience in food service supervision and/or successful completion of a recognized food service manager trainee program.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to extreme heat/cold, wet or humid conditions, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, disease/pathogens, toxic or caustic chemicals.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, sense of taste, sense of smell, and texture perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Food Services/Purchasing Director

Supervises:

School Food Service Personnel

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PAY GRADE: From: 120A1 To: 120S2
Number of Months: 9 Number of Days: 196 Hours: 8.0
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016