



Job Title: Manager Special Projects

Exemption Status: Nonexempt

Reports to: Assistant Director Cafeteria Operations

Date Revised: August 2023

Department: Student Nutrition Services

Pay Grade: MT05

Primary Purpose:

Responsible for on-site leadership of all special project operations, including vending, catering, and off-site meal service provided by Student Nutrition Services. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Student Nutrition Services. Ensure that all operations adhere to safe food handling standards.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Serve Safe Certified
- Valid and clear driver's license with the ability to obtain a Class B commercial license

Experience:

- Minimum of three (3) years of experience in institutional and catering food service operations
- Some food service management experience preferred

Special Knowledge/Skills:

- Demonstrate knowledge of methods, materials, equipment, and appliances used in food preparation
- Demonstrate knowledge in food service management, quality assurance, menu planning, catering, marketing, and promotions
- Demonstrate knowledge in project planning and collaborating with a team to implement projects
- Ability to manage personnel
- Effective organizational, communication, and interpersonal skills
- Math skills are necessary to convert recipes and quantities of recipes
- Demonstrate knowledge of BIC, NS, LP, SBP, SFP, and CACFP regulations
- Demonstrate organizational skills and the ability to work with detailed records
- Demonstrate the ability to work in a high-volume and fast-paced environment
- Demonstrate the ability to work positively and cooperatively with coworkers
- Demonstrate the ability to represent the district to the public positively

Major Responsibilities and Duties:

Cafeteria Management and Food Preparation

1. Develop work schedules, assign tasks to food service employees, and oversee their completion of duties.
2. Maintain all serving schedules and serve all food items in accordance with menu specifications defined by departmental policies and procedures.
3. Work cooperatively with the campus principal and other district personnel to accommodate temporary schedule changes and special serving requirements.
4. Ability to fill in and perform all job functions for any position within the catering department.
5. Ability to cover other schools as needed when a manager is absent.
6. Work with inter-district personnel to coordinate catering functions.

Safety and Sanitation

7. Ensure that food is produced safely and of high quality, in accordance with established policies, procedures, and departmental requirements.
8. Store and handle food items and supplies safely, in accordance with all relevant health and safety codes and regulations.

9. Enforce standards of cleanliness, health, and safety.
10. Operate tools and equipment in accordance with prescribed safety standards and follow established procedures to maintain high standards of cleanliness, health, and safety.
11. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
12. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

13. Ensure appropriate food and supplies are available through daily orders and periodic inventories.
14. Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
15. Conduct regular inventories of physical equipment and supplies.

Policy, Reports, and Law

16. Compile, maintain, and file all reports, records, and other documents, including reports of daily and monthly financial, production, and activity records, as required by law.
17. Review and submit accurate time and attendance records for payroll reporting purposes.

Other

18. Monitor the work and assign tasks to catering food service workers.
19. Work to resolve all personnel issues.
20. Perform all other duties as assigned.

Supervisory Responsibilities:

Catering food service workers

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools, including electric slicer, mixer, pressure steamer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart. District vehicles.

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching.

Lifting: Frequent moderate lifting and carrying up to 40 pounds.

Environment: Work in a commercial kitchen, exposed to extreme hot and cold temperatures, high humidity, noise, biological, chemical, and electrical hazards. Tasks include working with hands in water, around machinery with moving parts, and on slippery surfaces. Daily route driving within the district and to off-site meal locations within 25 miles.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Transportation: Ability to drive a full-sized school bus. Must obtain a Class B driver's license to operate a food bus. May be required to drive both the district van and personal vehicle

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____