

Auburn-Washburn USD #437 Job Description

Title: Food Service Manager (Secondary Schools)

Qualifications:

- High school diploma or equivalent; Associate Degree preferred.
- Demonstrated aptitude or competence in basic nutrition, quantity food production, sanitation/safety, inventory, personnel management, and record keeping. Minimum of two years in quantity food service management.
- Certified Dietary Manager (CDM) or current Certification at American School Food Service Association (ASFSA) Manager level.
- Good personal appearance and cleanliness.
- Evidence of initiative, ingenuity, loyalty, and willingness to cooperate.
- Ability to lead and work with other food service employees.
- Such alternatives to the above qualifications as are determined to be appropriate and acceptable.

Reports To: Food Service Supervisor and Building Principal

Summary: To prepare and serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and cooperation.

Essential Functions:

- Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- Maintain the highest standards of safety and sanitation in the kitchen.
- Check food shipments into the school, signing invoices only after each order has been verified.
- Must be able to read, interpret, and explain instructions on recipes.
- Determine the quantities of each food to be prepared daily.
- Determine the size of serving to meet the necessary age requirements.
- Prepare food according to a planned menu and tested, standard recipes, and determine if the finished product meets required standards of flavor, appearance, and acceptability before it is served.
- Record all food requisitions from the storeroom, and record all meals served.
- Oversee security of the storage areas, and the maintenance of a correct monthly inventory.
- Order on a weekly basis all necessary food and supplies.
- Report immediately to the principal or the Food Service Supervisor any problem or accident occurring in the kitchen or the cafeteria premises and complete reports.
- Confer with the Food Service Supervisor any faulty or inferior quality food which is received.
- Report to the Food Service Supervisor any faulty or inferior quality food which is received.

- Supervise the daily cleaning of all kitchen equipment, and the washing and sanitation of all dishes, silverware, and utensils.
- Establish an appropriate dress code for the kitchen staff and see that all employees adhere to it.
- Regularly visit the satellite food service program to ensure quality and safe food standards are maintained.
- Participate in student advisory council meetings for high school/middle school.
- Meet regularly with the Food Service Supervisor and the middle school food service site managers to coordinate menu choices that will maintain student participation.
- Maintain records of a la carte foods offered and monitor the program for adherence with the federal regulations for competitive foods.
- Coordinate catering activities that occur in the school with both the Building Principal and Food Service Supervisor.
- ~~Such other duties as may be assigned by the Principal or Supervisor of Food Service:~~
- Implements a professional growth plan for self and staff.
- Comply with safety procedures to reduce the potential for personal injury or damage to district equipment.
- Knowledge and execution of principles and processes for providing customer services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Perform other duties as assigned.
- Regular, in person, attendance and punctuality is are required.

Physical Requirements:

- Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with fingers and palm.
- Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/ or fingers.
- Visual Acuity--Machine Operator (including inspection), Close Assembly, Clerical, Administrative: Work deals largely with preparing and analyzing data and figures, accounting, transcription, reading recipes, visual inspection involving small items, operation of machines, using measurement devices, and the preparation of food at distances close to the eyes.
- The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.
- The worker is subject to oils: There is air and/or skin exposure to oils and other fluids.
- Standing / walking up to 6 to 8 hours in a normal workday.
- Squatting and forward bending to perform job duties that include lifting and uses of cleaning equipment for 34-66% of the work shift.
- Crouch/kneel to perform general cleaning duties 6-34% of the work shift.
- Food Service employees must be able to perform forward bending tasks to complete serving and cleaning tasks throughout the workday. The frequency of this position would be considered an occasional level.
- Lifting food products from the floor to 73 inches. Weights range from 5 lb to 25 lbs all these lifts are done at a rare lifting level.
- Lifting food products from floor to waist high. Weights range from 25 lbs to 50 lbs. These lifts are performed at a rare lifting level.
- Lifting pans with prepared food items to serving line or from counter to ovens from a height of 36 inches to 36 inches. Average pan weighs 40 lbs. These tasks are performed 5-6 times per workday. Occasional level.
- Reaching to a height of 73 inches to hang utensils and to reach supplies. Workers will reach for the utensils at the beginning of the shift and reach to that height to put them away for the day.
- Push/pull food carts at a push/pull force of 30 lbs for a distance of 50 feet. 3-4 times per shift.
- Push/pull, horizontal and vertical, in the bakery area downward vertical pull of 100 lb at the height of 66 inches for the press and a horizontal pull of 10 lb to pull pot from blender to workstation 3 feet. This task is performed 1-2 times the day bread items are made. This task is rare due to this is done 1-2 times a week.

Physical Demands of the Job:

The following information describes the physical activities that are performed by the Employment Associate during a normal workday. The percentages of the normal workday that the physical activities are conducted are identified as follows:

- Rarely: 1-5% of an 8 hour work day
- Occasionally: 6-33% of an 8 hour work day
- Frequently: 34-66% of an 8 hour work day
- Continuously: 67-100% of an 8 hour work day
- Lifts (Rare): Lift 50# from the floor to waist height
- Lifts (Rare): Lift 25# from waist to 73 inches
- Horizontal lifts (Occasional): Horizontal lift 40# from 36 inches to 36 inches
- Push/Pull (Occasional): Push/pull 30# force for a distance of 50 feet.

- Vertical downward pull: Pull down of 100 lb from a height of 66 inches
- Overhead work (Rarely): repeated reached overhead
- Repeated partial squat (Occasional): Must be able to squat to perform lifts
- Forward bend position (Occasional): Must be in a forward bent position to be able to perform workday tasks.

Term of Employment: Nine (9) Month

Salary: Salary information is available from the Executive Director of Human Resources.

Evaluation: Performance of this job will be evaluated annually by the Food Service Supervisor.

Board Approved: March 5, 2012