

**School District of Santa Rosa County  
Job Description**

**Food Service Manager III**

<b>Reports to:</b> Director of Purchasing and Contract Administration	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Schools	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 10, 2014	<b>Job Code:</b> 11010
<b>Position #:</b> 31130	<b>Range:</b> 11

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Responsible for the operation of a school operation with a student population of 900 or more;
- Manages employees and employee relations in his/her cafeteria as outlined by policies and procedures;
- Interviews applicants and makes recommendations for employment;
- Supervises the training of new personnel;
- Plans, assigns, supervises and inspects the work of subordinates through daily work and cleaning schedules;
- Supervises and assists as required in preparation and service of approved meals and Ala Carte offerings;
- Supervises care and use of equipment and writes orders and requisitions;
- Receives food and non-food shipments to cafeteria in accordance with centrally approved practices;
- Requisitions repair and maintenance work, inventory of equipment, implements standards pertaining to sanitation and safety, personal hygiene and dress and handling and storing of food and supplies;
- Responsible for financial and operational efficiency;
- Makes necessary cost adjustment to operation through minimizing waste, accurate portioning, good use of USDA commodities and utilizing leftovers, etc.;
- Maintains commodity records;
- Prepares and maintains daily, weekly, monthly reports and employee time sheets and forwards all reports on time;
- Banks monies collected from approved meal service and follows cash guidelines;
- Attends training workshops, mandatory meetings, follows School Board policies and maintains inventory of food equipment;
- Attends workshops and training activities as directed by Food Service Director;
- Merchandises foods in an attractive manner and within the appropriate food handling guidelines (SERVSAFE);
- Deals courteously and diplomatically with students, staff, and Principal;
- Maintains daily Hazard Analysis Critical Control Point documentation and guidelines;
- Manages labor hours worked by Foodservice personnel in accordance with guidelines;
- Manages food costs to meet cents per meal guidelines, assists in collection of unpaid meal charge balances;
- Ensures safety procedures are in place and administers them continuously;

- Rotates job responsibilities of employees to enhance cross-training;
- Responsible for writing performance evaluations on employees;
- Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures;
- Maintains professional ethical standards; maintains high level of professional development/knowledge;
- Performs other duties as required or assigned.

**Supervision Received:**

Food Service Director

Director of Purchasing and Contract Administration

**Supervision Exercised:**

Cafeteria Staff

**Minimum Qualifications & Skills Required:**

- Graduation from high school or GED.
- Two years experience as a Food Service Manager; or three years experience as an Assistant Food Service Manager; or seven years experience in the food industry.

**Preferred:**

Manual dexterity in order to operate kitchen equipment.

**Physical Demands:**

Must be able to walk, bend, reach, stand and lift moderate weights (up to 60 pounds); operate cafeteria equipment such as mixers, slicers, ovens, steamers, etc.; communicate using speaking, hearing and visual skills. While performing the duties of this job, the employee is regularly required to sit, stand, reach, bend, and carry. Have physical strength, stamina, and tolerance for all of the following:

- Walk 100 feet carrying 30 pounds,
- Push and/or pull carts while walking,
- Reach above shoulders and lift 20-30 pounds,
- Bend and/or stoop below shoulders and lift 20-30 pounds,
- Climb steps, stools, ladders, and lift 20-30 pounds,
- Stand up and work for 6 continuous hours.

Work in cafeteria; exposure to high heat from ovens, stoves, dishwashers; exposure to cleaning materials, chemicals, exposure to outside environment when transporting food from cafeteria to satellite operations. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.