

North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

CLASSIFIED POSITION

JOB TITLE: FOOD SERVICE MANAGER

SALARY RANGE: 25

Description of Basic Functions and Responsibilities

Under the general direction of the Superintendent, within a broad framework of standard policies and procedures, manages and directs staff and the operations of food services. Is responsible for the timely and efficient preparation and serving of nutritional meals; maintains the food service facility in an orderly, safe and sanitary condition; coordinates assigned personnel; technical cooking skills as well as clerical, managerial and organizational skills are required. Maintains records, prepares reports, orders supplies, transports and deposits cash into the NCJUSD Cafeteria bank account.

Directly Responsible To: Superintendent

Examples of Duties:

1. Manages the entire food services program and facility
2. Oversees the daily operations of the cafeteria program
3. Plans, coordinates and assists in the preparation of food in large quantities for serving in the school cafeteria
4. Plans daily, weekly and monthly food orders within well established guidelines
5. Develops recipes and menus and estimates needed ingredients and time required for the preparation of food
6. Provides a safety plan ensuring the work site is maintained and operated in a safe and sanitary manner
7. Trains assigned staff in appropriate health and safety regulations and monitors conditions and procedures at all times
8. Ensures that food items are properly prepared, cooked, stored and served in a safe, sanitary and timely manner and in accordance with portion control regulations as per State agreement
9. Oversees kitchen staff in preparing, cooking, serving and packaging all foods and in washing and cleaning kitchen equipment, kitchen areas and utensils
10. Works closely with teachers to plan special menus and bag lunches for field trips
11. Orders food items and supplies, keeps inventory records and maintains documentation
12. Completes daily nutritional reports as required by the State
13. Provides and processes free and reduced lunch applications including direct certification

14. Acts as a cashier; keeps an accurate record of monies brought in daily from the Food Service Program
15. Supervises and evaluates food service personnel
16. Oversees the Cafeteria budget to ensure fiscal solvency
17. Prepares for and oversees the State Cafeteria Audit
18. Monitors State and Federal reimbursements
19. Apply for and run seamless summer food program
20. Monitors all requirements on Child Nutrition Information & Payment System (CNIPS)
21. Knowledge of proper food service sanitation and safety requirements
22. Knowledge of basic menu planning according to state requirements and nutritional principles
23. Knowledge of basic record keeping, inventory control and report writing
24. Knowledge of some complex mathematical calculations
25. Ability to efficiently and skillfully plan, direct and coordinate a food service operation
26. Ability to understand and follow directions in an independent manner
27. Ability to effectively estimate amounts of food and non-food items needed for future food preparation and service
28. Ability to train and coordinate the work of others
29. Ability to operate and maintain a variety of commercial food service appliances and equipment (slicers, large mixers, graters, grinders, knives) in a safe and sanitary manner
30. Ability to meet the physical requirements necessary to safely and effectively perform the required duties
31. Ability to establish and maintain cooperative work relationships with those contacted in the performance of required duties

Required Qualifications:

1. Any combination of education and/or experience that demonstrates possession of the requisite knowledge, skills and abilities described above
2. Ability to obtain required certificate(s) by the State or Federal Government related to Food Service health and safety, and food preparation and nutritional guidelines
3. Ability to read, write and comprehend instructions, correspondence, and memos
4. Ability to add, subtract, multiply and divide in all units of measure.
5. Ability to use word processing and excel
6. Ability to organize and set priorities
7. Ability to coordinate and schedule duties
8. Ability to set up and maintain accurate files and records
9. Ability to motivate cooperative team efforts and provide leadership
10. Ability to train, supervise and manage subordinates
11. Ability to communicate with staff and parents

Training, Experience and Educational Requirements:

1. Completion of the twelfth grade; college coursework desired
2. Managerial experience desired
3. Experience dealing with school age children
4. Two years of experience in quality food preparation
5. Experience supervising and managing employees
6. Possession of a valid California Driver's License

Physical Effort/Work Environment:

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Frequent

1. Ability to stand or sit for prolonged periods of time (4)
2. Ability to walk, twist, stoop, crouch, kneel, bend over, grasp, reach overhead, push and pull (4)
3. Ability to hear and understand speech at normal levels (4)
4. Ability to read (4)
5. Ability to communicate so others will be able to clearly understand normal conversation (4)
6. Ability to grasp and manipulate small objects (4) Ability to lift and carry twenty-five pounds (4)
7. Normal manual dexterity and hand-eye coordination required to operate cafeteria equipment using both hands (3)
8. Knowledge of methods, materials, tools and equipment used in cafeteria work (4)
9. Ability to operate cleaning equipment (3)
10. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard (4)

Work Environment:

1. Inside and outside
2. School environment
3. Maintain emotional control under stress
4. Ability to deal with both adults and students

Work hazards:

1. Subject to exposure to communicable or infectious diseases

Daily Service:

1. Full-time, eight (8) hours per day; Eleven (11) months per year; 219 days per year

BOARD ADOPTED: February 11, 1993

Revised: April 25, 2001

Revised: November 3, 2010

Revised: August 1, 2012

Revised with Salary Range Increase: July 12, 2016

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Hollister, CA