

Job Title: **Area Manager – School Food Services**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 13

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist, monitor, and evaluate the daily operations of all Escambia County School Food Service programs within the assigned area as authorized and defined by the FDACS, FNW section under the auspices of the United States Department of Agriculture and to develop and conduct training in all aspects of the food service department at Escambia County School Food Services.

ESSENTIAL JOB FUNCTIONS

- Provides technical assistance to area cafeteria managers and their staff in all aspects pertaining to Child Nutrition programs.
- Conducts site reviews to evaluate all food service programs regarding operational efficiency and effectiveness, financial status and adherence to all local, state, and federal regulations, policies, and procedures.
- Ensures subordinates are maintaining all applicable guidelines and rules.
- Demonstrates work simplification methods as needed, evaluates and assists in the preparation of employee work schedules and new employee training.
- Monitors program compliance with federal, state, and district standards established for food preparation, meal service, sanitation and safety, food storage and inventory control, cash collections, and customer relations.
- Assists with the development and implementation of marketing programs.
- Assists with the design of efficient food service facilities and the acquisition of equipment and supplies.
- Assists with the training and support for the automated food service system.
- Confers with cafeteria managers, school administrators, and food service personnel concerning food service programs and activities.
- Maintains cafeteria staffing and equipment needs.
- Attends Departmental meetings as necessary.
- Responds to inquiries or concerns in a timely manner.
- Assists in the development of the department budget and monitors its implementation.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Monitors payroll and inventory.

- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Graduation from high school or possession of a GED.
- Associate of Science or Bachelor's Degree in Food Services Management or other related fields preferred.
- ServSafe Certifications and School Nutrition Specialist Certification preferred.
- Minimum of five (5) years of progressively responsible experience in School Food Services operation of which three (3) years should have been as a Food Service Manager III or higher.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display thorough knowledge of the management of school cafeterias operating under federal Child Nutrition regulations including food production and service, inventory control, sanitation and safety practices, use of quantity equipment, personnel management, and accountability.
- Requires the ability to display considerable knowledge of federal and state Child Nutrition regulations, Florida Department of Health regulations pertaining to school cafeterias, applicable District School Board Policies including the Educational Support Personnel Master Contract, and all Escambia County School Food Services Policies and Procedures.
- Requires the ability to display basic knowledge of food service financial management, current supervisory practices, and general administration.
- Requires the ability to plan and evaluate food service production and service and the ability to instruct and train food service employees in food preparation and serving practices including the use of production and serving equipment.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to maintain an effective working relationship with School/District personnel and the general public.
- Requires the ability to exercise good judgment recognizing established precedents and practices.
- Requires the ability to determine the approach for doing the work using provided guidelines.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is frequently required to sit, stand, or walk, use hands to touch, handle, or feel, reach with hands and arms, and bend at the waist and is required to lift and/or move up to 50 pounds occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, fingering, grasping, hearing, kneeling, mental acuity, pulling, pushing, repetitive motion, speaking, stooping, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: