



Job Title: Food Service Manager I

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: Educational Support – 17

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

DEC 18 2023

VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to maintain full responsibility for an institutional food service operation, including ordering, production, serving, personnel, and day to day operations.

ESSENTIAL JOB FUNCTIONS

- Manages a small food service operation serving up to 650 meals and meal equivalents per day.
- Supervises the preparation and service of various food items according to standardized recipes policies and procedures.
- Supervises and schedules kitchen staff of 3 to 6 people.
- Assists in staff evaluation process.
- Recommends applicants for employment as needed.
- Plans and conducts in service training.
- Attends and participates in manager meetings and training programs as required.
- Maintains supplies and inventory records.
- Ensures compliance with collective bargaining contracts; Participates in progressive discipline under supervision of appropriate Area Manager.
- Ensures food preparation equipment is operated according to applicable sanitation and safety guidelines and regulations.
- Ensures District Food Service menus and directives are followed when preparing school menus.
- Ensures all applicable Federal regulations, School Board policies, and Food Service directives are followed.
- Ensures the cleanliness and sanitation of food preparation areas and equipment, e.g., kitchen equipment and machinery, kitchen floors, food preparation surfaces utensils, dishes, dining room tables.
- Oversees management of unused/leftover food products; Ensures food is stored according to proper sanitation and standardized food storage practices.
- Maintains various paperwork, records, and reports including but not limited to payroll, accident, and other Workers Compensation, etc.

- Manages accurate food and supplies inventory records; Manages the procurement of food, supplies, and equipment in appropriate quantities for cafeteria as scheduled.
- Ensures cost control and financial solvency through the use of various computerized reports.
- Assists in the planning and management of cafeteria activities.
- Submits recommendations for the purchase of new equipment; Ensures all necessary repair and maintenance work of kitchen equipment and facilities is completed.
- Processes payroll.
- Conforms to safety standards as prescribed.
- Serves as shelter cafeteria manager.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or GED.
- Successful completion of 18 college credit hours in food service related courses OR one food service certification in food service related courses as approved by the School Food Service Office, supplemented by four (4) years of responsible experience in food preparation within a similar institutional venue, to include two (2) years of experience as an Assistant Manager or a Food Service Assistant II (functioning as an Assistant Manager).
- Equivalent combination of education, training, and experience to include successful completion of Manager Intern Program.
- Successful completion of ServSafe requirements within the first six (6) months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of principles of basic food preparation including weights and measurements and storage procedures.
- Requires the ability to display knowledge of work scheduling and work simplification methods.
- Requires the ability to display knowledge of standards of personal hygiene, appearance, cleanliness, sanitation, and safety.
- Requires the ability to display knowledge of effective methods of leadership and supervision.
- Requires the ability to display knowledge of cash management techniques and practices.
- Requires the ability to display knowledge of preparation and service of various food items in the appropriate quantity according to standardized recipes.
- Requires the ability to display knowledge of utilization of various cleaning agents according to label instructions and in accordance with prescribed safety precautions and directions.
- Requires the ability to perform accurate mathematical calculations.
- Requires the ability to use and care for food production equipment.
- Requires the ability to display knowledge of personnel management and human relations.
- Requires the ability to plan, organize, and make decisions.
- Requires the ability to operate a personal computer.
- Requires the ability to accept, receive, and/or collect payment.
- Requires the ability to maintain accountability for inventory/property management.

PHYSICAL DEMANDS

Perform strenuous and routine work, may involve significant standing, walking, pushing, pulling, and carrying. Regularly stand, walk, use hands and fingers to handle or feel, reach with hands and arms, and stoop or kneel, and is routinely required to lift and/or move up to 50 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, 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: December 18, 2023, effective July 1, 2023

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