

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Manager, Food Service 237 days  
**Job Classification:** 18 Service Workers  
**Job Class Category:** F Educational Support Personnel  
**Reports to:** Director, Food Services

**Job Code:** 76013  
**EEO Line:** 44  
**Job Description Supplement Code:** 11  
**Salary Locator:** Support Schedule 1

### SUMMARY:

The School Food Service Manager is directly responsible for the fiscal management and operation of the Food Service Program of an individual school, summer food service program as well as any satellite programs assigned to that location. Manager must manage the program in compliance with the PCSD administrative rules, the Department of Food & Nutrition School Food Service Procedure Manual and any additional local, state and federal regulations.

### QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Valid Florida Driver's License and acceptable driving record
- (3) Five (5) years' experience in School Food Service including assistant manager experience or an equivalent combination of training
- (4) ServSafe Certified
- (5) Completion of Putnam County School District's School Food Service Course of Study and certification through School Nutrition Association
- (6) Good physical health
- (7) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (4) Extensive knowledge in the preparation of foods served in Child Nutrition Programs
- (5) Knowledge of the use and care of all equipment utilized in the preparation of school meals
- (6) Knowledge of all facets of operations management, preferred
- (7) Skills in application of principles of personnel supervision
- (8) Ability to apply principles of Food Service, Sanitation and HACCP in daily activities
- (9) Knowledge of applicable county, state and federal school food service regulations
- (10) Ability to translate standards of Food and Nutrition excellence into daily operations

**SUPERVISES:** Assistant School Food Service Manager and all cafeteria employees

### PERFORMANCE RESPONSIBILITIES:

- (1) Manifests a professional Code of Ethics and values
- (2) Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks
- (3) Provides ongoing evaluation of program operations to ensure compliance with state, federal, and local regulations
- (4) Plan and direct the production and merchandising of the approved menu
- (5) Order food and supplies according to established specifications determined by menu, volume and student needs
- (6) Check purchases on delivery for price, weight, quality, count and condition and adherence to specifications and report discrepancies to the School Food Service District office
- (7) Arrange for proper storage and efficient use of food and supplies

- (8) Provide accurate information to the School Food Service District office, including meal service reports, invoices, receipts and food and equipment inventories
- (9) Maintain sanitary standards for the receipt, storage, preparation and service of food
- (10) Enforce safety standards in the operation of all food service equipment and maintain safe practices in the work place
- (11) Participate in the selection, assignment and orientation of school food service workers and general assistants
- (12) Supervise and evaluate the performance of food service personnel. Recommend employees for appointment, reappointment, transfer, and/or termination
- (13) Outline specific duties and daily work schedules for employees
- (14) Supervise and instruct personnel in the correct and safe use, cleaning and maintenance of equipment
- (15) File maintenance requests for equipment and facility and monitor the completion of those requests
- (16) Provide input to the Food Service Director regarding equipment replacement needs
- (17) Operate the individual school food service program within the approved budget
- (18) Provide training to employees in all necessary areas of the food services operation
- (19) Serve as a nutrition education resource person at the school
- (20) Train the assistant manager in all aspects of school food service so that the assistant manager is qualified to be a food service manager
- (21) Develop leadership in subordinates
- (22) Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility
- (23) Establishes and maintains effective communication and working relationships with Food and Nutrition Services staff, District personnel, school officials, parents, and the general public
- (24) Manage and oversee operation of the summer food service
- (25) Manage the food service operation of a school's disaster shelter
- (26) Assist other tradesmen or perform duties in conjunction with other trades
- (27) Follow established safety rules and regulations and maintain a safe and clean working environment.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position as directed.

**PHYSICAL REQUIREMENTS:**

This position required the following physical activities: balancing, bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat, noise, hazards and atmospheric conditions. The work is performed indoors and outdoors.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

February 2004

Amended: May 20, 2014

July 15, 2014