

Carroll Independent School District

Job Description

JOB TITLE: **Food Service Manager**

Pay Grade: 0A3, 0A4

Supervisor: Director of Child Nutrition

Employment Days: 180

Department: Child Nutrition

Wage/Hour Status: Non-exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

This position will aid in creating a learning environment that inspires success and responsibility and requires effective interfacing with all Carroll ISD personnel and community members. This position will manage the preparation and service of appropriate quantities of food to meet menu requirements in school cafeterias.

QUALIFICATIONS:

- Effective interpersonal skills
- Oral and written communication skills
- High School Diploma/GED
- Food Manager Certification or proof of continuing education on an annual basis
- Three years experience in public school food service or related area.

MAJOR RESPONSIBILITIES:

Cafeteria Management and Food Preparation

- Develop work schedules, assign work to campus child nutrition workers, and oversee completion of duties.
- Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
- Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.

Safety and Sanitation

- Ensure food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.
- Conduct food handler safety training at the campus level and enforce standards of cleanliness, health, and safety.
- Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

- Ensure appropriate quantities of food and supplies are available through daily orders and periodic inventories.
- Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
- Maintain logs on all equipment maintenance required within campus child nutrition department. Perform preventive maintenance and report needed equipment repairs. Recommend replacement of existing equipment to meet department needs.
- Conduct regular physical equipment and supplies inventory.

Policy, Reports, and Law

- Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
- Review and submit accurate time and attendance records for payroll reporting purposes.
- Complete annual continuing education requirements.
- Follow district safety protocols and emergency procedures.

Other

- Assist with the planning and preparation of all special meals required for district sponsored events.
- Assist principals, faculty and parents in promoting school public relations.
- Encourage a pleasant and assistive relationship between employees and students.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent of Staff & Student Services)

Date Created: 7/2003	Date(s) Revised: 5/2022
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