

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

MANAGER, FOOD AND NUTRITION SERVICES

MINIMUM QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years of experience in school food service, quantity food service or related experience.
- (3) Two (2) years of experience in food service supervisory role.
- (4) Current ServSafe Certification.
- (5) School Nutrition Association certification preferred.
- (6) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service.
Thorough knowledge of food values and nutrition; health, sanitary and safety practices; the purchase and storage of food and non-food supplies.
Ability to perform routine duties involving preparation, cleanup, and serving food.
Ability to effectively communicate orally and in writing.
Ability to follow oral instructions and written directions.
Ability to work efficiently and effectively in a fast-paced kitchen environment.
Ability to stand for long periods of time.
Ability to establish and maintain positive working relationships with a diversity of groups and individuals.
Basic math skills necessary for, but not limited to, preparing recipes, conducting inventory of food and non-food items and counting money and making change.
Ability to utilize computer programs currently available in food service operation
Ability to operate food service equipment.

REPORTS TO:

Food and Nutrition Services Coordinator

JOB GOAL

To ensure nutritious and appetizing meals are prepared in a clean and safe environment, served with a positive and friendly attitude, and produced using cost-effective measures that will support the goals of the District.

SUPERVISES:

Food and Nutrition Services Assistant Manager, Workers, & Substitutes.

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan, implement and evaluate the school Food and Nutrition Services program to achieve maximum benefits to the school and community.
- * (2) Prepare and serve high quality, nutritious, attractive meals according to menus and standards.
- * (3) Supervise the quality and quantity of foods prepared with the use of standardized recipes and portion control.

MANAGER, FOOD AND NUTRITION SERVICES (Continued)

- * (4) Order food and supplies according to established specifications, determined by menu, volume and student needs.
- * (5) Check purchases on delivery for price, weight, quality, count and condition and adherence to specifications.
- * (6) Arrange for proper storage and efficient use of food and supplies.
- * (7) Provide accurate information for the District Food and Nutrition Services department, including meal service reports, invoices, receipts and food and equipment inventories.
- * (8) Maintain sanitary standards for the receipt, storage, preparation and service of food.
- * (9) Enforce safety standards in the operation of all Food and Nutrition Services equipment and maintain safe practices in the work place.
- *(10) Participate in the selection, assignment and orientation of school Food and Nutrition Services personnel.
- *(11) Supervise and evaluate the performance of Food and Nutrition Services personnel. Recommend for appointment, reappointment, transfer, and termination.
- *(12) Outline specific duties and daily work schedules for Food and Nutrition Services personnel. Train and instruct personnel on the expectations of duties and schedules.
- *(13) Inform Food and Nutrition Services personnel of food service updates, available trainings, and campus events.
- (14) Supervise and instruct Food and Nutrition Services personnel in the correct and safe use, cleaning and maintenance of equipment.
- (15) File maintenance requests with the District school maintenance department as instructed.
- (16) Recommend, to the Food and Nutrition Services District Administrator, equipment replacement needs.
- (17) Attend meetings, trainings, or conferences to promote professional growth and obtain the annual Continuing Education hours required by the USDA Professional Standards guidelines.
- (18) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- (19) Cooperate with the principal and school staff in promoting the school food and nutrition program.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(21) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 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 Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 11
Group 5 of the ESP Salary Schedule
DOE Job Code 76013**

Revised Board Approval 06/25/2019