

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Food Service Manager (ES/MS)

Classification: Food Service

Reports to: District Kitchen Manager

PURPOSE STATEMENT

Food Service Managers (FSM) have responsibility to provide lead direction to other food services personnel assigned to their kitchen, to correct and specify methods and to perform skilled food service work. They schedule daily job assignments and have overall responsibility for meal preparation and serving. FSM reports to central kitchen manager, works with van driver, and other food service workers. Works directly with administrators, students, and teachers to provide desired type of food service. Maintain a good working relationship with other school staff and students putting into practice established Food Nutrition Safety (FNS) guidelines.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Responsible for implementing and performing cooking duties, including efficient food preparation and determination of appropriate quantities.
- Direct the work of kitchen team.
- Provides oversight for cooking and responsible for maintaining quality control.
- Maintains food service documentation including daily food time and temperature logs, daily production records (per USDA regulations), monthly food & equipment inventory for use by Food Service Director.
- Ensures timely preparation and service of meals for students and staff.
- Assists with and provides oversight for cleaning the kitchen after lunch; stores leftover food items, washes utensils, serving bowls, and trays, pots, and pans. Puts clean dishes away. Wipes and sanitizes tables, oven, sink, and countertops.
- Operates kitchen equipment.
- Maintains sanitary conditions at all times. Assists in maintaining sanitation reports. Responsible for sanitation oversight in preparation for monthly sanitation inspection.
- Utilize a point of sale system to collect revenue and determine sales and revenues of food sold. Reconcile payments with daily activity. Prepare daily deposits.
- Take periodic inventory; plan, order and receive supplies. Manage existing inventory using First In, First Out protocol.
- Performs related duties as assigned that are consistent with the intent and scope of the position.
- Job Presence.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong interpersonal skills including the ability to work in a team environment, communication with co-workers, parents and students.
- Knowledge of proper Hazard Assessment of Critical Control Points (HACCP)
- Skill in cooking and baking.
- Ability to operate dishwasher, ovens, stove, warmer and other equipment utilized in the kitchen.
- Ability to learn district and state food service regulations.
- Ability to follow written and verbal instructions.
- Ability to estimate food quantities for serving.
- Ability to make accurate mathematical calculations including cash handling (i.e. Recipe conversion, balancing a till)
- Ability to maintain accurate records.
- Ability to meet deadlines.
- Ability to be flexible, organized and manage time effectively in a rapidly changing environment.
- Ability to use a computer (Point of Sale) and learn new software applications as needed.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an kitchen environment. The job requires dexterity and precision; is confined to a work area; requires the ability to stand for prolonged periods of time and regularly required to lift up to 40 pounds. The individual is required to wear protective clothing. Required to work with sharp utensils, equipment with moving parts and around hot burners and ovens; requires safety awareness. The individual is exposed to hazardous chemicals requiring special handling and is required to meet deadlines.

Experience

- Experience working in a kitchen environment as a cook preferred.
- School food service experience preferred

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- Must complete all required Safe Schools Training within 60 days of hire (HIB, Sexual Harassment, HIV, Blood Borne Pathogens, Back Injury & lifting, Health Emergencies--Choking, Life Threatening Allergies, Food borne Illness, HACCP, Civil Rights)
- Valid food handler's permit.

Continuing Ed./Training

As required to maintain permit

Certificates

Valid food handler's permit

WSNA Membership & Certification

Preferred

FLSA Status:

Non-exempt

Salary Range: Per PSE Schedule A

Classification History

Job Description Developed: 7/30/14

Revised: 10/16/14

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.