

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Food Service Manager*

QUALIFICATIONS: High School Diploma or GED; Louisiana Department of Education
Division of Nutrition Assistance Manager
Certification; knowledge of basic food preparation principles and quantity food production; ability to communicate effectively (written and orally), perform simple math functions (add, subtract, multiply, divide, fractions, decimals), and use technology/software programs

REPORTS TO: Principal/Child Nutrition Supervisor

JOB GOAL: To manage the school nutrition program in a school, provide nutritious meals and help curb hunger within our school district

SUPERVISES: School cafeteria staff

ACCOUNTABILITY: Performance evaluation annually

SALARY: Food Service Salary Schedule

TERMS OF EMPLOYMENT: 9.5 - Month

PERFORMANCE RESPONSIBILITIES:

- Implement the philosophy, policies and regulations of the Child Nutrition program.
- Select, requisition, and maintain inventory of USDA commodities and purchased foods and supplies.
- Supervise receiving and storage of all food and supplies.
- Direct the adjustment of standardized recipes to determine amounts of food to be prepared.
- Direct and train staff of technicians.
- Prepare work schedules, written instructions, and procedures for food preparation, cleaning and operation of equipment.
- Supervise food preparation and service; maintain adequate records; prepare and submit accurate reports at scheduled times.
- Implement meal collection procedures; prepare daily records of meals and income; prepare daily deposits and submit to designated authority (when applicable).
- Maintain equipment, facilities and operation to high standards of health, sanitation and safety.
- Cooperate with school officials and parents in working with nutrition programs in schools.

- Attend all workshops and monthly meetings.
- Prepare end of month paperwork and turn into the child nutrition office on dates due and meet deadlines.

PROFESSIONAL RESPONSIBILITIES:

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately within deadlines without supervision.
- Perform job responsibilities consistently; use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date