

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION

FOOD SERVICE MANAGER - ELEMENTARY

Purpose of Class

Performs management and directs duties to ensure safe and nutritional food production, manage and maintain cash receipts, inventory and records, and plan, organize and supervise food service staff at an elementary school; performs related work as required.

Primary Function

The principal function of an employee in this class is to manage the activities of a school food service site, including supervising menus, safe food preparation, and cleaning of food service areas; ordering and inventory of supplies; preparing production sheets and daily food count records; receiving, reconciling, and depositing cash receipts; developing work schedules, training and evaluating work of food service staff; and preparing required reports for the Boise School District. This position regularly prepares and/or serves food, cleans equipment, dishes and utensils, and fills in wherever needed to maintain effective and efficient food service operations. Food Service Managers at an elementary school level differ from the secondary level with less volume and number of meals, staff and related administrative responsibilities. Responsibilities range from managing an operation where food is prepared to receiving meals from another food service operation where food is prepared, to supervising staff and serving customers. The Food Service Manager position requires strong organizational skills, supervisory skills, computer knowledge and ability to perform work accurately with numerous and frequent interruptions. Work is conducted independently and performed under the general supervision of a Food Service Supervisor, Assistant Supervisor or Nutrition Coordinator. The principal duties of this class are performed in a food service environment and dining area.

Essential Duties and Responsibilities (will vary by assignment)

- Manage overall operation of a food service site, ensuring meals are prepared and served on time;
- Process free and reduced applications and maintain related records;
- Ensure food is prepared, cooked and handled safely, in accordance with regulatory requirements; check food and equipment temperatures;
- Plan, organize, direct, train and evaluate the work of assigned staff;
- Collect and review time sheets;
- Prepare production sheets and daily food counts;
- Maintain food and supplies inventory based on production sheets, daily intake and menus; enter and check orders on the computer;
- Receive and follow monthly menu plans and order food and supplies in accordance with the menu;
- Ensure recipes are followed;
- Prepare monthly inventory sheets;

- Receive and verify deliveries, check-in stock and supplies, enter data into computer, add to inventory shelves;
- Manage and/or receive cash from customers; reconcile cash receipts; make daily bank deposits; collect on insufficient funds checks and charges;
- Fill-in as needed which may include cooking, baking, preparing, and serving food; cashiering; washing dishes; cleaning equipment, counters, utensils, food service areas and dining tables;
- Oversee or perform set-up of food or food bars to appear appetizing;
- Interact with students, staff, faculty, administration and parents effectively and professionally;
- Maintain student and District confidentiality;
- Follow oral and written instructions and observe District and Federal policies and procedures;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices.

Other Duties and Responsibilities

- May prepare special meals, snacks or catered meals as requested;
- Attend in-services and training sessions;
- Perform other related duties as required.

Classification Requirements:

Knowledge of:

- Commercial food preparation, menu planning and related supplies;
- Federal, state and local defined standards for food preparation and sanitation;
- Inventory control procedures;
- Food service operations and organizing work and schedules to meet defined timelines;
- Basic math and bookkeeping; weights and measures;
- Management and supervisory skills to sustain a safe and professional work environment;
- Operation of standard and specialized office equipment including a personal computer and job-related software;
- Record keeping and report preparation;
- Effective communication techniques.

Ability to:

- Organize and plan for the safe preparation and delivery of food within defined time limits;
- Plan and prepare nutritious meals to meet defined standards within federal regulations;
- Ensure safe handling of food, food and supply storage, and proper cleaning of work environment;
- Manage inventory control;
- Plan, organize, direct, train and evaluate the work of assigned staff;
- Respond appropriately to personnel issues and student or parent concerns;
- Prepare accurate, complete, and timely reports; maintain related records;
- Properly use and clean food service equipment such as ovens, mixers, knives, slicers, etc.;
- Operate a personal computer and job-related software;
- Communicate effectively both orally and in writing;

- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or with a team;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain student, school, and parental confidentiality;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel.

Acceptable Experience and Training

- High school diploma or GED equivalent preferred;
- One to two years food service experience which includes food preparation and supervision of staff; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Food Service Manager.

Special Qualifications

- Completion of approved sanitation course such as “Serving It Safe”, preferred;
- Completion of Food Service Training preferred.

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written instructions and regulatory requirements; and to hear sounds within the normal range of conversation;
- Vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view food preparation ensuring safe handling and storage; prepare reports as required; verify cash receipts, reconciliation and banking; observe performance of assigned staff;
- Manual dexterity, with or without reasonable accommodation, which permits the employee to operate all food service equipment, a personal computer and cash register; to ensure that food service areas are clean and sanitized; to serve and prepare food;
- Continual lifting, carrying, pushing and pulling up to 10 pounds, frequent up to 20 pounds and occasional up to 50 pounds.
- Frequent over head reaching and handling, lifting and carrying food products and food service supplies and equipment;
- Occasional climbing, crouching and kneeling and frequent bending, stooping and twisting;
- Job requires 100% alternating between walking and standing;
- Physical demands may vary in frequency and posture dependent on the physical layout and size of the food preparation and service work areas.

Environmental Factors

- Exposure to extreme cold and extreme temperature changes.
- Exposure to odors and mists.
- Exposure to potential hazards including mechanical, chemical, burns and winter (ice) conditions in outdoor walkways.