



## Pickens County Board of Education Job Description

### **FOOD SERVICE MANAGER**

#### TITLE/POSITION

RETIREMENT Eligible for Teacher Retirement System or Public School Employees Retirement

TERMS OF EMPLOYMENT: 186 Days

REPORTS TO: School Principal and Director of Nutrition/Food Service

QUALIFICATIONS:

1. Must hold a High School diploma or G.E.D. certification
2. Must have computer skills.
3. Previous management and/or food service experience.
4. Must complete, after being hired, 150 hours of in-depth training related to school food service within five years.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- Under the general supervision of a food service director and/or school administrator, has the overall supervisory responsibility of the school food service operation. Basic responsibilities include the supervision of a staff of employees and the implementation and coordination of a food services program to ensure high standards of nutrition, nutrition education, sanitation and food safety, food production and customer service.
- Assist in the planning of nutritionally sound school menus.
- Direct purchases and/or prepare orders for all food supplies and equipment according to established specifications and procedures.
- Receive and is accountable for USDA commodities and purchased foods and supplies.
- Plan schedules and work assignments; trains, supervises and evaluates food service employees.
- Ensure the meals and serving sizes are adequate, appealing, and of high quality.
- Keep all required records and reports accurately and up-to-date in accordance with system, community, state, and federal regulations.
- Operate the food service program in a financially sound manner.
- Assure that sanitation and safety practices in all phases of the school food service operation meet established standards.
- Implement state/local health codes as they relate to food service.
- Develop and monitor safety policies and procedures for all employees.
- Attend all managers meetings and in-service training programs.
- Maintain a positive attitude with employees, students and school staff.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.