
Job Description – Food and Nutrition Services Manager - Elementary

Primary Function: Under the direction of the Director of Food and Nutrition Services, directs and supervises the operations of food service within own facility complying with district policies and procedures; operates food services within revenues received; and compiles and maintains accurate records incidental to operations of the department. Meets the nutritional requirements of students, promotes the development of sound nutritional practices, and maintains a safe and sanitary environment.

Responsibilities/Duties:

- Produces and maintains work schedules and production records
- Directs daily activities in the kitchen
- Maintains food production that ensures the safety and quality of food according to policies, procedures, and department requirements
- Ensures that food items are stored in a safe and hazard-free environment
- Maintains all serving schedules and ensures that all food items are served according to menu specifications defined by departmental policies and procedures
- Establishes and enforces standards of cleanliness, health, and safety following health and safety codes and regulations
- Maintains accurate reports of daily and monthly financial, production, and activity records
- Performs front and back of house point of sale food service management system and completes corresponding reports accurately
- Ensures that program is cost effective
- Trains employees at the campus, promoting efficiency, employee morale, and teamwork
- Maintains a safe and hazard-free working environment
- Maintains logs on all maintenance performed on equipment with the kitchen
- Performs daily supervisor kitchen checklist
- Meets all established local, state and federal standards for confidentiality of information regarding students and staff
- Plans and/or implements promotions to staff and students as directed by FANS administrative office
- Effectively communicates campus, department, and district information to staff, students and parents

Supervisory Responsibilities:

- Supervises and evaluates the performance of specialists assigned to the area of his/her campus kitchen

Other:

- Demonstrates behavior that is professional, ethical, and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Food purchasing
- Quality food standards, HACCP
- Strong organizational and planning skills
- Restaurant or school point of sale system
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- District and department policies and procedures
- Methods of collecting and organizing data and information
- Relevant federal and state laws and requirements

Ability to:

- Manage budget and personnel
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent. Training with emphasis on Management and Nutrition. Food Manager Certification. Four years of progressive professional experience in food service environment, preferred.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 183 work days. See current pay grade on the FANS Compensation Plan.

Revised: 7-13-23

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date