

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: School Food Service Resource Manager

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Three (3) years experience in school food service
3. Maintain current certification with Health Department.
4. Have physical examination and / or drug and alcohol test upon employment.
5. Have certification through the American School Nutrition Association.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in basic English and accounting skills. Intermediate computer knowledge for resolving software issues and computer skills for revenue reporting, meal claiming, nutrition analysis and free/reduce lunch application approval. Ability to work with volunteers, students, and teachers to increase knowledge of healthy choices and promote meal participation through various activities. Knowledge of principles of quantity food preparation. Knowledge of and use of a wide variety of food service equipment. Extensive knowledge of planning, preparation and service of a large variety of foods. Knowledge of health, safety and sanitary practices in HACCP/SERVSAFE relative to the school food service operation. Ability to train and supervise food service personnel. Ability to maintain effective working relationships. Considerable knowledge of nutrition and food value. Ability to requisition food and supplies and maintain an inventory. Ability to work at a fast pace.

REPORTS TO: Director of Food Services

JOB GOAL

Assist with District level program goals, objectives and activities as directed. Administer the Food Service Program at the school level in an efficient and effective manner to meet nutritional needs and program acceptability for students and staff in accordance with federal, state and local requirements.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Manage the entire school meal service operation to ensure compliance with federal, state and local regulations.
2. Supervise and evaluate school food service personnel jointly with the SFS Coordinator.
3. Prepare work schedules and specific duties for school food service personnel.
4. Assume responsibility for accurate meal counts, cash collections and deposits.
5. Maintain records and submit reports as required.
6. Supervise all food and non-food orders from District and outside vendors.
7. Maintain accurate inventory of food and non-food items.
8. Maintain high standards of safety, security and sanitation.
9. Exercise managerial skills to control food, labor and non-labor costs.

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10. Requisition needed repair and maintenance work.
11. Recommend the purchase of equipment.
12. Prepare and serve high quality, nutritional and attractive meals.
13. Assist the Director with employment, re-employment, transfers and resignations.
14. Cooperate with school, parents and physicians on meeting special dietary needs of children.
15. Assume duties of absentee school food service employees as necessary.
16. Supervise the operation and care of equipment.
17. Work with Principal and teachers in planning, developing and utilizing the school food service program as a service and educational asset in the school program.

Inter / Intra-agency Communication and Delivery

18. Interact appropriately with students, parents and school personnel.
19. Communicate well with co-workers, school personnel and the Director.
20. Cooperate with community organizations utilizing lunchroom facilities.
21. Report any accidents to the Principal.

Employee Qualities / Responsibilities

22. Work as a team leader.
23. Report to work punctually and regularly.
24. Display an appropriate work ethic.
25. Follow all school and food service policies and guidelines.
26. Continue to improve knowledge and competence relative to position.

System Support

27. Prepare all required reports and maintain all appropriate records.
28. Knowledge of and the ability to utilize the computer for a variety of functions relative to the program.
29. Provide ongoing inservice training for food service personnel.
30. Maintain a positive relationship with outside vendors.
31. Represent the School Board in an appropriate manner.
32. Perform other incidental tasks consistent with the goals and objectives of the District and this position.
33. Attend School Food Service Association Meetings and related functions.

PHYSICAL REQUIREMENTS: Medium Work

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 9 Month – 37.5 Hrs. Weekly

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by designated administrator

Performance of this job will be evaluated in accordance with provisions of the Boards policy on evaluation of personnel.

SALARY ITEM NUMBER: 24

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