

Sample Job Description

Foodservice Manager

Summary of Work:

Manages the foodservice program in a single site or multiple-site program according to policies and procedures, and federal/state requirements. Provides leadership, support and guidance to ensure that food quality standards, inventory levels, food safety guidelines and customer service expectations are met. Maintains records of income and expenditures, food, supplies personnel and equipment.

Principle Tasks:

- Supervises, coordinates and evaluates work of all foodservice employees in preparing and serving food, and cleaning facilities and utensils in a production kitchen.
- Conducts planning and budgeting.
- Manages a cost-effective program.
- Forecasts and plans the purchase of food, supplies and equipment.
- Oversees and/or participates in menu planning.
- Responds to customer preferences and industry trends to plan menus that encourage participation in the lunch program.
- Maintains required records including food production, inventory, income/expense, meal counts and personnel records.
- Ensures that established sanitation and safety standards are maintained.
- Oversees and participates in the preparation and serving of food.
- Interacts with students, other personnel and the public.

Education Requirements

A high school diploma or equivalent is required. Specialized training in foodservice management and nutrition is desirable. The lead worker in each school is required to complete a DPI approved Sanitation and Safety course.

Experience

Experience in quantity food production/service and personnel supervision is desired.

General Knowledge, Skills and Abilities

The foodservice manager must possess the following:

- Skill in motivating and supervising foodservice personnel.
- General knowledge and understanding of nutrition.
- Ability to interpret a nutrient analysis spreadsheet of school meals.
- Knowledge of foodservice program requirements.
- Basic computer skills.
- Ability to maintain records and complete reports as required, including web-based reporting.
- Written and oral communication skills.
- Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- An understanding of foodservice program finances.
- Skill in using public relations techniques to promote the foodservice program to children, school personnel and the public.
- Ability to interact positively with children, other school personnel and the public.