

SPEED JOB DESCRIPTION

Job Title

Food Service Manager

Supervisor

Director of Business and Finance

Position Guide

Other Non-Certified

Salary Range

Commensurate with experience

Qualifications

- Certificate of completion for applied food service sanitation.
- Minimum High school diploma/GED
- Completion of any new certifications required by State/Federal regulations.
- Varied food service experience.
- Ability to relate to and provide assistance to special needs students.
- Demonstrate excellence in verbal and written communications.
- Experience with collaborative groups and processes in a student-centered environment.
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.

Essential Duties

1. Maintains a safe, clean and healthy environment.
2. Manages all aspects of the foodservice department ensuring all Federal and State guidelines and the needs of the students are met.

Job Responsibilities

1. Operate a food service program which provides breakfast and lunch to SPEED students and staff, which entails the following:
 - a. Prepare menus and purchase food.
 - b. Maintain equipment and purchase non-food supplies.
 - c. Supervise and evaluate cooks and cafeteria aides.
 - d. Supervise and evaluate student on work programs from high schools within our co-operative area.
 - e. Maintain school records and reports in accordance with the requirements of both the National and State Breakfast and Lunch Programs.
 - f. Maintain student meal payment account and record all income from student and staff meals.
 - g. Maintain necessary records to facilitate overall operation of the SPEED food service program.
 - h. Record all food allergy and food sensitivity information on students and prepare special foods as necessary.
2. Provide food and beverages as necessary for meetings and special activities.
3. Provide assistance in the supervision and evaluation of student workers from SPEED Programs.
4. Provide encouragement to student workers and assist in developing an understanding of responsibility and attitude in general work situations.
5. Prepare required State/Federal applications, reports, claims, and lunch program sponsor tasks.
6. Other duties may be assigned.

Skills/Competencies

- Ability to read, analyze and interpret documents including correspondence in print or electronic formats.

- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 180 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date