

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FOOD SERVICES AREA MANAGER

QUALIFICATIONS:

- (1) A high school diploma or equivalent.
- (2) A minimum of five (5) years experience as a School Food Services Manager.
- (3) Certified by the American School Nutrition Association or willing to obtain within one (1) year.
- (4) Valid Florida Driver's License.
- (5) ServSage Certified.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Demonstrates proficiency in using computer applications relevant to food service operations including, but not limited to; P.C.S Revenue Control Systems, all Microsoft Office applications, NEFEC Database and various Internet Search engines.
- (2) Communicates consistently and effectively in written and oral form.
- (3) Demonstrates ability to conduct presentations and training to small and large groups, (i.e. food service employees, students, parents and faculty).
- (4) Possesses fundamental knowledge of all School Food Service governmental rules and regulations (National School Lunch Program) and holds Food Service Managers to the same standards.
- (5) Organizes and prioritizes responsibilities in an efficient manner.
- (6) Utilizes effective and appropriate human relations skills with all students, staff, parents, teachers, district-level personnel, vendors, delivery personnel, etc....
- (7) Functions productively with minimum supervision.
- (8) Demonstrates confidentiality in handling sensitive material or information.
- (9) Possesses working knowledge of quantity food preparation, sanitation and safety, purchasing and storage and equipment use and care.

REPORTS TO:

Director of Food Services, Food Service Specialist(s)

JOB GOAL

To provide assistance in the efficient operation of the district Food Services Program, as well as providing technical assistance to the Food Service Managers at individual school sites.

SUPERVISES:

School Food Service Managers, Assistant Food Service Managers and Food Service Workers.

PERFORMANCE RESPONSIBILITIES:

- (1) Assists Director of Food Services with the coordination and operation of the National School Lunch and Breakfast Programs, Snack Program and Summer Food Service Program.
- (2) Provides technical assistance to school sites regarding quality assurance by monitoring food items according to taste, appearance and quality guidelines.

- (3) Provides technical assistance to school site staff regarding Free and Reduced-Price Meal Program, meal count procedures and adherence to USDA policies and procedures.
- (4) Assists the Director of Food Services in evaluating school site food service programs for efficiency of operation, accountability, financial status, and adherence to policies, procedures and regulations as required by USDA, state and school policy.
- (5) Develops and administers in-service activities and training courses for school food service personnel pertaining to, but not limited to, the following: sanitation and safety, food preparation, equipment operation, and guidelines for the National School Lunch Program, Breakfast Program, Snack Program and Summer Food Service Program.
- (6) Assists Food Service Managers and Assistant Managers in proper usage of Food Service Software, menu planning, marketing, production records and product and recipe testing.
- (7) Assists Director of Food Services the implementation and coordination of the Food Service Leadership Training Program.
- (8) Plans and conducts marketing/promotional activities for school sites as needed.
- (9) Evaluates, revises and conducts orientation program for new and substitute food service employees on an as-need basis.
- (10) Performs a minimum of one annual evaluation of each Food Service Manager and assists Food Service Managers in evaluating their support staff.
- (11) Provides resource services for Food Services Managers, students, principals, teachers and community groups as needed.
- (12) Performs other duties as may be assigned.

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and lifting up to 20 pounds as needed.

TERMS OF EMPLOYMENT:

Administrative Salary Schedule, Grade AF; Step 0 (\$35,719) 12 Months 7.0 Hours per Day

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 3