



Fort Cherry School District

Job Description

Title:	Food Service Production Manager
Overview:	Employee shall provide quality meals which are nutritious and appealing in an organized atmosphere that complies with local, state and federal regulations and requirements including public health and safety
Location:	Food Service Office/Building Kitchens
Reports to:	Superintendent
Supervises:	All Food Service Personnel
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Establish standards for food preparation and service with emphasis on appetizing appeal, maximum nutritive value and flavor, efficient preparation and service under sanitary conditions
2. Execute menus for school lunches, school breakfasts, and special events based on sound understanding of food preparation and consumption
3. Purchase food and supplies as needed to prepare menus
4. Make daily assignments for food preparation and supervises this preparation
5. Supervise preparation and serving in all schools
6. Deliver daily cash receipts to the Business Office for deposit
7. Review all food services expenditures and submits authorized, approved billings to the Business Office for payment

8. Receive, label, and store food and supplies according to food standards
9. Manage and evaluate food service personnel
10. Oversee training of staff with Food Safety and HACCP procedures
11. Coordinate with custodial and maintenance department in planning for the proper care and maintenance of equipment and supplies and the proper cleaning of food service area
12. Keep informed on new ideas, rules, regulations and products in the Food Service Area
13. Institute and maintain good public relations with students, parents, faculty, staff, administration, and the general public
14. Participate as a member of the Wellness Committee
15. Communicate effectively with all members of the District and Community
16. React to change productively and handle other tasks as assigned
17. Maintain confidentiality
18. Support the mission, vision, and belief statements of the District
19. Any other responsibilities assigned by the Superintendent

Qualifications and Skills:

- High School Diploma; Associates Degree
- Ability to gain certification training in culinary and/or food service industry
- Experience in food service industry
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions

- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to physically lift and carry supplies (approximately 30 lbs.)
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:

Employment obligations will be defined in the employee agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement