

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **FOOD SERVICE MANAGER**

QUALIFICATIONS:

1. Knowledge of laws, regulations and requirements pertaining to governmental school food service programs
2. Knowledge and ability to perform, teach and supervise quantity food service preparation including: computations required by prescribed menus, work simplification methods, first aid, safety and sanitation procedures, and proper use and maintenance of food service equipment
3. Training in food service program requirements, preparations of work schedules, recipe adjustment, safety and sanitation standards, and worker dress and personal hygiene standards
4. Ability to work effectively with staff, students and public
5. Ability to maintain records and prepare reports
6. Ability to follow oral and written directions
7. Two years of college course work in food service management or related area desirable

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To serve attractive and nutritious meals in an atmosphere of efficiency, cleanliness, warmth and professional service consistent with district nutritional and education goals

PERFORMANCE RESPONSIBILITIES:

1. Organizes, supervises, and coordinates activities and operations of school cafeteria; evaluates site programs and makes recommendations to appropriate staff
2. Supervises preparation, sale, serving and storage of food in accordance with established guidelines
3. Orders, receives and stores food, equipment and supplies
4. Trains, supervises and evaluates site food service staff
5. Controls and manages food and labor costs; computes and estimates proper food quantities, supplies and other resources needed for efficient food service operations
6. Maintains sanitary and orderly preparation, serving and storage areas
7. Maintains effective working relationships with staff, students and community; serves as resource in coordinating food service program with curriculum and school functions
8. Maintains records and prepares reports including, but not limited to, inventories, applications, menus, ticket counts, sales, labor hours and payroll records
9. Performs food preparation, clean-up and other duties required for food service workers
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 9

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable