

**OLENTANGY LOCAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

<b><u>Position:</u></b>	Food Service Manager
<b><u>Location:</u></b>	Olentangy Liberty Middle School for the 2018-19 school year
<b><u>Time Schedule:</u></b>	195-days
<b><u>Salary Rate or Ratio:</u></b>	Hourly
<b><u>Reports to:</u></b>	Food Services Supervisor
<b><u>Employment Status:</u></b>	Classified - Regular/Full-time
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Description:</u></b>	Manage the day-to-day operations of the kitchen to assure that nutritious meals meeting the school lunch program requirements are served on time, and in a pleasant atmosphere

**Qualifications:**

- High School diploma or equivalent
- Food service management experience preferred
- Food Service Manager Certification preferred
- ServeSafe Certification preferred
- Alternative to the above qualifications as the superintendent and/or board of education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of school lunch program regulations
- Knowledge of food handling, safety, and sanitation regulations
- Menu planning and food costing knowledge
- Knowledge of weights and measures
- Knowledge of computers and software programs including but not limited to Excel, Word, and email
- Ability to calculate receipts and to complete production sheets, orders, and cash reports
- Food production skills
- Ability to utilize appropriate computer software
- Ability to operate, clean, and maintain food service equipment
- Ability to be flexible and adaptable to changing situations
- Ability to work independently
- Strong math skills
- Understanding and patient with staff, parents, and students

**NOTE:** The lists below are not ranked in order of importance:

**Essential Functions:**

- Exhibit professional behavior, emotional stability and sound judgment

## **OLENTANGY LOCAL SCHOOL DISTRICT**

- Respond appropriately to crisis situations (i.e. emergencies, employee/parent concerns)
- Ensure safety of students
- Provide input into evaluation of staff
- Participate in menu planning with other managers and supervisor
- Plan adult lunch menu for staff
- Work with staff, PTOs, etc., regarding catering, and plan menu for same
- Order and receive products and supplies
- Maintain sanitation and safety regulations and assure proper food handling
- Complete monthly inventories
- Schedule staff appropriately to met the needs of the students and the kitchen
- Train staff in proper procedures
- Supervise kitchen staff in production, service, and clean-up
- Prepare and serve food, clean up, and operate point of sale system as necessary
- Complete accurate and timely production records in compliance with state requirements
- Check staff time sheets for accuracy, sign and submit to food service office each pay period
- Complete other reports as needed
- Assure financial policies and procedures are strictly adhered to in handling daily receipts
- Assure meal service is on schedule and delays in service are avoided through proper production planning
- Assist in coordinating the school food service programs with school activities
- Assist in supervising maintenance of food service equipment
- Assist in planning and supervising banquet activities
- Ensure availability of any food, supplies, or equipment needed by food service staff
- Assist in improving menu planning to fit equipment, inventories, and cost reduction
- Obtain substitute staff as needed
- Supervise food service workers
- Oversee completion of lunch service reports and balancing of cash receipts
- Develop new production methods and techniques to improve quality and ease of service
- Make equipment recommendations
- Plan menu accompaniments and ala carte menu
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students, and parents
- Outstanding attendance and punctuality
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required

### **Other Duties and Responsibilities:**

- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in, and practice of ethical principles and democratic values
- Perform other duties as assigned by the food service supervisor

### **Equipment Operated:**

- Convection oven
- Steamer
- Steam kettle
- Braiser
- Slicer
- Mixer
- Vegetable cutter/chopper
- Steamtable

## OLENTANGY LOCAL SCHOOL DISTRICT

- Fryer
- Dish machine
- Washer/dryer
- POS system
- Calculator
- Computer
- Telephone
- Fax Machine
- Refrigerator/freezer

### **Additional Working Conditions:**

- Occasional exposure to bodily fluids
- Occasional operation of a vehicle under inclement weather conditions (i.e., being prepared to come to work on all scheduled days, except calamity days)
- Occasional interaction among unruly children
- Occasional evening/weekend/summer work
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, crouch, climb, and kneel
- Lifting and carrying of office supplies and materials up to a maximum of fifty pounds
- Occasional travel
- Exposure to heat and humidity
- Repetitive hand motion

Employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

### Additional Information:

Please submit a letter of interest and resume to the online application: [https://ats2.searchsoft.net/ats/app\\_login.shtml?COMPANY\\_ID=00000289](https://ats2.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00000289). Please do not send materials through the US mail or by email; all documents should be uploaded to your application. If your qualification meet our needs, we will contact you for further information and possible interview.

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