

FOOD SERVICE MANAGER JOB DESCRIPTION

Job Requirements

Graduation from high school or GED with minimum of two years of experience in food service preparation for large groups;

Must be able to do the following:

Pass a written skills test in menu planning and meal costing;

Operate an electronic calculator to determine meal costs and food inventories accurately;

Keep records on a computer spread sheet;

Complete certification in ServSafe program;

Prepare written forms and take physical inventories as required by program regulations;

Safely operate, clean, and maintain utensils and equipment used in an institutional kitchen;

Prepare foods for large groups of children and adults, following written recipes and menus as provided;

Adhere to sanitation requirements in the handling and preparation of food;

Use approved chemicals safely and according to directions on container;

Establish and maintain effective working relationships with children, parents, and other staff members.

Nature of Work

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

Work involves the responsibility for managing the food service operation of a Head Start program including: ordering, preparing, serving, and storing and accounting for all food used in the program in an efficient, safe, sanitary manner.

The food service manager is responsible for direct supervision of the food service assistant, the food technician, and any other non-Head Start funded kitchen workers and shall assist in the evaluation of the food service assistant and the food technician and these additional workers.

Supervision and evaluation of the food service manager is provided by the center director.

Training and technical assistance is provided by the center director and the nutrition specialist.

Job Duties and Responsibilities

Supervises the food service assistant, the food technician, other non-Head Start funded kitchen personnel, volunteers, and substitutes in their daily jobs.

Supervises the preparation of specified menus, making approved, minimum substitutions only in emergency situations or on the advice of the nutrition specialist.

Assures that all health and sanitation requirements for food handlers and food preparation facilities are followed at all times.

Assures that written recipes are followed in preparation of food.

Assists in cooking as required.

Prepares Requisition/Purchase Orders (RPO's) for all needed food and kitchen supplies on a periodic, timely basis, and submits the RPO's to the center director for authorization before purchase.

Places orders from authorized RPO's with vendors pre-selected by the nutrition specialist.

Follows central menus prepared by the Nutrition Advisory Committee.

Plans ahead consistently for purchases to assure that food is available for prescribed daily menus so that substitutions can be avoided.

Determines quantities of food daily to be prepared for each meal.

Assures that all food and supplies received from vendors has been checked against invoices and RPO's, that quantities and quality are as ordered, and that invoices are signed.

Notifies vendors and center director of any discrepancies in quantities received and billed.

Assures that food is stored on a first in, first out basis in accordance with local health and sanitation requirements.

Coordinates with teaching staff to implement food preparation activities weekly in the classroom, attending the monthly lesson planning meeting where this is discussed.

Maintains a perpetual Purchase Record showing all food purchased from vendors during the month.

Maintains a temperature log indicating temperatures of coolers and freezers at least every other day.

Completes a Form CACFP-6, Menu Worksheet, daily for meals prepared showing number fed, menu, amounts prepared, and total cost of food used.

Sees that assigned classrooms have sufficient food for additional servings.

Completes a head count of children eating lunch by physically counting and verifying this number with the teaching staff; this should be done at the time of asking if additional servings are needed.

Enters number of meals served daily on the computerized form CACFP-7, Daily Participation Report.

Daily assures that participation count is consistent with attendance.

Submits the totaled CACFP-7 to the administrative office by the fifth of following month.

Conducts a complete and accurate physical inventory of all food items on the last working day of each month and enters on computerized form.

Completes Form CACFP-7A, Cost of Food Used Report, at the end of each month determining the actual cost of food used, showing a variance between inventoried food used and total of CACFP-6's of not more than \$50.00 or 5% of total, whichever is less.

When using full commodities, maintains a Perpetual Inventory Record of all commodities as used.

When full commodities are used, completes a Commodity Inventory Report showing USDA Commodities on hand at the end of the month and submit to grantee office by the fifth of following month.

Assumes responsibility for safeguarding all kitchen assets including food, supplies, and equipment.

Accounts for all misused, damaged, broken, missing or spoiled items.

Maintains and implements a periodic, regular schedule for cleaning and organizing of kitchen, pantry, supply storage, cooler, freezer, range, oven, and other equipment.

Furnishes and wears a clean, neat uniform each day.

Wears a hair net or cap at all times.

Wears food handler gloves provided by the program when handling food directly or when serving food. Coordinates with the center director to obtain a trained volunteer in the kitchen as needed.

Attends all training opportunities as provided by the nutrition specialist in order to stay informed of the latest food service techniques and regulations.

Maintains a cooperative attitude of working together with other staff and volunteers.

Interacts pleasantly and appropriately with Head Start children.

Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.

Attends all staff meetings called by the center director.

Performs any other tasks deemed necessary by the center director.

Job Classification and Compensation

This position shall be assigned to Range 11 of the current pay plan.

This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws.

It is understood that the incumbent will work the hours described under the Nature of Work.

Approved by RCCDC Board 2/11/2004
 Approved by RCCDC Policy Council 2/17/2004