

SCHOOL FOOD SERVICE MANAGER (HELP Program)

Duties and Responsibilities

Under general supervision, manages three or more elementary, junior high, or high school cafeterias; or is assigned to appropriate responsibilities in other units of the school food service program; performs related work.

Examples of Typical Tasks

Supervises the preparation and serving of foods for breakfast, lunch, special functions, and other food service programs such as latch key, supper, senior citizens, and pre-kindergarten; initiates and supervises the operation of trend-feeding programs.

Orders and supervises the receipt, inspection, storage and distribution of food and supplies; inspects shipments to ensure that the food, supplies and equipment ordered meet the purchase specifications.

Maintains physical and perpetual inventories of food and supplies on hand and accounts for differences between the two; maintains accurate food consumption records and food cost control.

Ensures that sanitary conditions are maintained in storage, preparation and serving areas; oversees proper use and care of equipment.

Plans and tests new menu items; reviews recipes and current research on food and nutrition.

SCHOOL FOOD SERVICE MANAGER (HELP Program) (continued)

Examples of Typical Tasks (continued)

Plans and reviews menus according to USDA regulations; ensures maximum utilization of foods donated by the Federal Government.

Makes assignments, supervises and trains personnel, and directs and evaluates their work; prepares payroll for employees.

May assist teachers in developing and conducting instruction in nutrition and health education; interprets school lunch objectives to principals, teachers, students and parents.

Supervises collection of cash receipts using generally accepted accounting principles and procedures.

Prepares required records and reports.

Is responsible for increasing participation in the Breakfast and Lunch programs and A-La-Carte services.

Participates in program planning; participates in an advanced nutrition education program and/or a school food service manager training program; is responsible for participation in and coordination of mandated Nutrition Education Committees.

May perform the duties of the immediate superior in his/her temporary absence.

SCHOOL FOOD SERVICE MANAGER (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college with a major in nutrition, foods, dietetics, health and nutrition sciences with a concentration in foods and nutrition, home economics, culinary arts, baking and pastry arts, hotel/restaurant institutional management, food service entrepreneurship, food service administration, or a closely related field; or
2. An associate degree from an accredited college with a major in nutrition, foods, dietetics, health and nutrition sciences with a concentration in foods and nutrition, home economics, culinary arts, baking and pastry arts, hotel/restaurant institutional management, food service entrepreneurship, food service administration, or a closely related field, and two years of satisfactory full-time experience in managing a restaurant or quantity food service operation, or as a nutritionist or dietitian.

NOTE:

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into “School Food Service Manager (54483)” as permanent competitive class employees.