



EMPLOYEE NAME: _____

Revised: 11/87; 4/88; 1/89; 4/89; 7/89; 12/90; 9/91; 5/92; 6/92; 4/93;
 5/93; 1/94; 11/94; 5/95; 2/96; 10/96; 12/97; 7/02; 10/03; 06/05; 12/05;
 11/06;04/08; 10/08; 07/10; 04/12; 10/12, 6/16; 12/16, 12/17; 6/18;3/26

JOB DESCRIPTION

POSITION TITLE: Food Service Manager, Elementary School	JOB CODE: 478A
DIVISION: Business Services	SALARY SCHEDULE: Food and Nutrition Services
DEPARTMENT: Food and Nutrition Services	WORKDAYS: 184
REPORTS TO: Nutrition Coordinator, Food and Nutrition Services	PAY GRADE: NFS1-NFS8 Based on ADP
FLSA: Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Manages the Food and Nutrition Services Program at the local school level; with 8 item menu complexity; manages 3–10 staff members; operates 1–2 lines simultaneously.	
REVISION DATES: 3-26	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency, required
2.	Certification/License Required, Successful completion of the CCSD FNS Manager-In-Training Program; including Orientation for Nutrition Employees [O.N.E.], ServSafe Certification, and meets USDA Professional Standards requirements
3.	Experience: 2 years of prior food service and/or management/supervisory work experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to repetitively lift items weighing a maximum of 50 pounds, walk and stand on cement floor for up to 7.5 hours, climb ladder, stoop, bend, lift and have hands in water; ability to work extended periods in temperatures ranging from extremely hot to sub-zero; ability to tolerate work conditions while cooking, frying, steaming, baking and microwaving; operates equipment that poses possible risk, loss or injury; utilizes cleaning chemicals in solution, aerosol and powder forms; subject to a noisy work environment; refer to Page 3 for Physical Demand Categories
5.	Knowledge, Skills, & Abilities: Written and oral communication; possessing planning, organization, money counting, basic math, basic computer, and management skills; sufficient understanding of instructions to effectively perform essential duties, including food preparation and meeting safety/sanitation guidelines; excellent customer service and conflict resolution skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance and notifies principal and coordinator when out of the school. (P)
2.	Supervises and evaluates Food Service Assistants and Key Persons. (C)
3.	Interviews and selects Food Service Assistants/Key Persons utilizing established procedures. (C)
4.	Meets the established financial benchmark (per meal) for food cost. (C)
5.	Meets the established financial benchmark (per meal) for other controllable costs. (C)
6.	Meets benchmark for food inventory. (C)
7.	Meets labor standard benchmark for meals per labor hour and follows established procedures when employee hours are changed. (C)
8.	Follows all CCSD procedures for handling money and maintaining financial records and reports. (C)
9.	Operates the Food and Nutrition Services program according to the procedures outlined in the Manual for Cafeteria Managers and in compliance with all Federal, State, County, and District regulations and policies. (C)
10.	Complies with all Free & Reduced policy requirements. (C)
11.	Follows preplanned menus with minimal substitutions. (C)

12.	Assures Cobb County School District standardized recipes are followed. (C)
13.	Assures enough food is prepared daily so that every customer is offered the same choices. (P&C)
14.	Ensures that foods served meet quality standards for appearance, texture, flavor and temperature. (C)
15.	Attends ALL manager and in-service meetings or sends an appropriate substitute. (C)
16.	Attends appropriate school meetings and activities. (P)
17.	Assists and mentors less experienced managers and MIT's; shares best practices with others. (C)
18.	Meets FNS established goal for all health inspections. (C)
19.	Assures compliance with food safety programs (FSR). (C)
20.	Meets FNS established goal for training employees annually. (C)
21.	Cross trains employees to cover positions and job duties. (C)
22.	Meets FNS established goal for training employees to complete key manager duties. (C)
23.	Integrates the school food and nutrition program into the total educational experience via promotions, special functions, spirit day, and nutrition education. (P)
24.	Ensures customers are served in a timely fashion. (P)
25.	Follows and ensures that staff follows all Human Resources procedures and personnel requirements as outlined in the CCSD Administrative Rules, CCSD Employee Handbook, FNS Employee Handbook, Federal, State and Local Reviews. (C)
26.	Performs all Food Service Assistant duties as needed. (C)
27.	Performs other duties as assigned by appropriate administrator. (C)

Evaluator C = Food and Nutrition Services Nutrition Coordinator

Evaluator P = Principal

Signature of Employee _____ Date _____

Signature of Coordinator _____ Date _____

PHYSICAL DEMANDS:

Dictionary of Occupational Titles- Physical Demand Categories:

Occasional
1-33% or 0-2.5 hrs p/day
0-100 reps

Frequent
33-66% or 2.5-5 hrs p/day
100-500 reps

Continuous
67-100% or 5 or more hrs p/day
500 or more reps

TASK/ACTIVITY	<u>Occasional</u> 1-33% per day	<u>Frequent</u> 34-66% per day	<u>Continuous</u> 67-100% per day
Lift Floor to Knuckle	50 lbs	25 lbs	10 lbs
Lift 12 inch off floor to knuckle	50 lbs	25 lbs	10 lbs
Lift waist to chest height	35 lbs	17.5 lbs	7 lbs
Lift waist to overhead	25 lbs	12.5 lbs	5 lbs
Two Hand Carry	50 lbs	25 lbs	10 lbs
Push- The maximum amount of force it takes to move, (push and pull), fully loaded utility carts, baker's racks, and proofing/holding cabinets was measured.	33.5 lbs	NA	NA
Pull	33.5 lbs	NA	NA
Sit	X		
Stand			X
Walk		X	
Repetitive Stooping (Bending)		X	
Sustained Stooping (Bending)	X		
Repetitive Crouching (Squatting)		X	
Sustained Crouching (Squatting)	X		
Climb Stairs	X		
Climb Ladders	X		
Kneel	X		
Operate Hand Controls/Tool Use/Grasping			X
Reach above Shoulder Height	X		
Reach Repetitively Waist Height		X	