



EMPLOYEE NAME: _____

Revised: 6/98; 8/98;8/04; 11/06; 6/07; 4/08; 10/08; 7/10; 4/12; 10/12, 6/16, 12/17; 6/18, 1/21

JOB DESCRIPTION

POSITION TITLE: Floating Manager	JOB CODE: 478D
DIVISION: Business Services	SALARY SCHEDULE: Food and Nutrition Services
DEPARTMENT: Food and Nutrition Services	WORKDAYS: 188
REPORTS TO: Director, Food and Nutrition Services	PAY GRADE: NFE1
FLSA: Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Serves as acting manager, after successful completion of the FNS Manager-In-Training Program, in the absence of an existing manager at the local school level; assists other current managers and/or assists the FNS Office Staff, until selected as a permanent Food Service Manager at a school.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Successful completion of an approved Georgia Department of Education 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 & 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; possesses 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 appropriate supervisor when will be late or absent.
2.	Follows all CCSD procedures for handling money and maintaining financial records and reports.
3.	Utilizes resources (food, supplies, and labor) effectively and efficiently.
4.	Prepares and submits travel reimbursement sheets to the Director by the 15 th of the following month.
5.	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.
6.	Complies with all Free and Reduced policy requirements.
7.	Accurately prepares all records and reports required by the School District and submits them to the designated person(s) within the specified time frame.
8.	Follows preplanned menus with minimal substitutions.
9.	Assures Cobb County School District standardized recipes are followed.
10.	Assures enough food is prepared daily so that every customer is offered the same choices.
11.	Ensures that foods served meet quality standards for appearance, texture, flavor, and temperature.

12.	Assures compliance with food safety program (FSR).
13.	Attends ALL manager and in-service meetings.
14.	Adheres to FNS approved dress code – uniform, gloves, hairnet, etc.
15.	Demonstrates ability to be flexible in job assignments.
16.	Demonstrates good leadership qualities.
17.	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.
18.	Interacts in a friendly manner with students, visitors, and staff; responds to customer concerns appropriately.
19.	Ensures customers are served in a timely fashion.
20.	Performs all Food Service Assistant duties, as needed.
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Director _____ Date _____

PHYSICAL DEMANDS:

Dictionary of Occupational Titles- Physical Demand Categories:

<p><u>Occasional</u> 1-33% or 0-2.5 hrs p/day 0-100 reps</p>	<p><u>Frequent</u> 33-66% or 2.5-5 hrs p/day 100-500 reps</p>	<p><u>Continuous</u> 67-100% or 5 or more hrs p/day 500 or more reps</p>
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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	