

# Northfield

Public Schools I.S.D. 659 MINNESOTA

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

January 2009

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Food Service Manager II	<b>Department:</b> Food Service
<b>Immediate Supervisor's Position Title:</b> Food Service Coordinator	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining Unit:</b>
<b>Job Summary:</b> Under the direction of the Food Service Coordinator, the Food Service Manager II is responsible for all food production services and functions in a large kitchen facility within the District. The Food Service Manager II ensures that the department operates in a professional manner, is adequately staffed, and fulfills the client and customer expectations. This position maintains and oversees food preparation and merchandising of a large production kitchen to ensure customer satisfaction while maintaining high standards. The classification of Food Service Manager II differs from that of a Food Service Manager I in that the former is primarily responsible for coordinating a larger staff and for coordinating a larger production facility which accounts for a higher level of complexity associated with the duties of the classification.	

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees have a responsibility to be familiar with the facility's safety and emergency procedures and to comply with these rules and guidelines incorporating safe work practices and to use all safety devices according to established procedures.

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Direct, supervise and evaluate Food Service Associates in food preparation and service to ensure that overall kitchen production, safety and quality considerations are met.
<b>Percent of Time:</b>	30%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>• Schedule employees and evaluate workloads to ensure that resources are utilized efficiently and effectively.</li><li>• Arrange for substitutes as necessary in the absence of kitchen staff.</li><li>• Monitor and evaluate staff performance</li><li>• Train with staff to improve performance and development needs and cross-train employees.</li><li>• Inform the Food Service Coordinator of performance difficulties and concerns with personnel issues.</li><li>• Conduct staff meetings on a regular basis.</li></ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Plan, coordinate and provide baking, cooking and food preparation services of food products for the daily food service operation and special functions.
<b>Percent of Time:</b>	30%	

**Tasks involved in fulfilling above duty/responsibility:**

- Bake and cook food products for breakfast, lunch, salad bar and/or a la carte lines according to daily menu needs.
- Utilize pre-made (i.e. frozen) items, if applicable, and cuts, portions, pans and cooks and/or bakes items.
- Prepare food items according to standardized recipes for quantity food production.
- Assist and/or prepares food items for main line and/or a la carte lines.
- Review past, current and future menus to calculate needs and forecast and prepare amounts required.
- Prepare daily production records as required by USDA, submit to District Food Service Secretary.
- Coordinate all food production including breakfast, lunch, salad bar, specials, other menu items and catering requests.
- Cover, label, date and store food items appropriately.
- Follow HACCP established procedures

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Evaluate, monitor and promote marketing of a la carte food items.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Review a la carte offerings and sample new products.
- Monitor sales and promote marketing of a la carte food items.
- Assist in pricing of a la carte items with the Food Service Secretary and Coordinator.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Assist in the ordering, inventory and delivery of food and supply items.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Calculate needs and order food and supply items from established vendors.
- Verify accuracy of daily deliveries in comparison to order placed.
- Sort, distribute and store supplies in appropriate areas.
- Organize and rotate products in all storage areas according to expiration dates.
- Maintain adequate inventory of food and supplies and prepare inventory reports, as requested.
- Follow HACCP established procedures

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Assist in the running of computer “point of sale” programs.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Monitor trays to ensure that qualifying food items for a reimbursable meal are taken.
- Input purchases into computer system during lunch periods or other times throughout the day.
- Operate cash register as required during the school day and calculate cash amounts from register and balances daily.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Follow and maintain standards of cleanliness and sanitation.
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Prepare daily, weekly, and monthly schedules to clean, sanitize, and organize kitchen, storeroom, freezer and cooler.</li> <li>• Comply with expectations for appearance and personal hygiene.</li> <li>• Follow proper procedures for handling various food items.</li> <li>• Keep work surfaces, equipment, counters, tabletops, chairs and sinks clean.</li> <li>• Clean and sanitize pots, pans and utensils used in meal preparation and serving.</li> <li>• Sweep and mop kitchen, storage and lunch room areas.</li> <li>• Dispose of boxes, cans and other waste items according to established procedures.</li> <li>• Ensure that the kitchen meets health and safety laws and regulations.</li> </ul>		

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Attend training sessions, district departmental meetings and in-services.</li> <li>• Train and learn other activities, functions and job assignments within food production operations as delegated by the Food Service Coordinator.</li> <li>• Act as resource person and handle complaints, comments and concerns regarding food items, menus, catering or kitchen staff and refer concerns to Principal or Food Service Coordinator, as necessary.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	<b>Major field of study or degree emphasis:</b>		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level	<ul style="list-style-type: none"> <li>• Knowledge of state and federal guidelines for food</li> </ul>		

<b>Doctorate level</b>	<p>preparation and cleanliness.</p> <ul style="list-style-type: none"> <li>• Knowledge of point of sale programs used in food service.</li> <li>• Knowledge of all safety precautions applicable to trade.</li> <li>• Knowledge of the application, use and proper storage of all chemicals and food items and materials.</li> <li>• Knowledge of cleaning techniques and materials.</li> <li>• Knowledge of calculating recipes, cooking, baking and preparing food for institutions.</li> <li>• Knowledge of all applicable cooking tools and equipment.</li> <li>• Knowledge of department administrative, recordkeeping and purchasing procedures and requirements.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**

At least three years of prior related work experience in a large food production kitchen.

**Required Supervisory Experience:**

**LICENSE/  
CERTIFICATION**

**Identify licenses/certification required upon hiring:**

- Food Manager Certification from Minnesota Department of Health.
- SERVSAFE Certification from the National Restaurant Association.

**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK**

**Skilled in:**

- Oral and written communication skills.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel.
- Coordinating, delegating, leading and training kitchen staff in duties and responsibilities.
- Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments.
- Use and operation of point of sale programs and computers.
- Ability to operate a cash register, computer and calculator.
- Planning, prioritizing, and organizing tasks and functions.
- Ability to work independently with minimal supervision.
- Ability to calculate and order products and supplies needed.
- Ability to calculate and adjust recipes and utilize basic math principles.
- Ability to prepare, bake and cook food and utilize menu preparation skills.
- Operating dishwashers, food dispensers and other kitchen equipment.
- Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules.
- Ability to work over time for after hour school activities requiring catering.
- Ability to read, understand, and follow safety procedures.

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

Titles of Positions Directly Supervised	# of Employees
Food Service Associates I, II and III	6-8 staff
<b>TOTAL</b>	<b>6-8</b>

**INDIRECT SUPERVISION:**

<b>Number of employees indirectly supervised:</b>	<b>Total:</b> 0
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<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Tools used in the kitchen provide the potential for injury and cuts. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.</p>
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>				x
<b>Walk</b>			x	
<b>Sit</b>		x		
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>				x
<b>Climb or balance</b>		x		
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>			x	
<b>Physical (push &amp; pull, Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>		x		
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Work:**  
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

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**Department Head's Signature**

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**Date**

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**Human Resource's Signature**

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**Date**

**Classification History:**

Created 09/03 by BCC

Revised 04/04 by BCC

Revised 05/05 by JK