Title: Food Service Manager

Responsible to: Building Administrator / Principal

Classification: Nonexempt, Full time

Qualifications: Demonstrate aptitude and competence for assigned responsibilities. Supports and fosters Catholic uniqueness of school. High school graduate or equivalent combination of education and/or experience is required.

Agreement: This agreement is between the Holy Family Catholic School System School Board and the Food Service Manager. This agreement may be terminated immediately upon the mutual consent of both parties if made in writing; either party may terminate this agreement when a two week notice is given in writing to the other party. (Two week notice defined in calendar weeks.) The Board may also terminate this agreement for inappropriate job performance by the Food Service Manager.

Job Goal: To assure preparation and serving of nutritious meals to the students in an atmosphere of efficiency, cleanliness and warmth. To carry out assigned tasks in order to facilitate the smooth operation of the Food Service Program in all attendance centers.

Evaluation: Performance of this job will be evaluated at least annually by the Principal and/or the local building Administrators.

Supervises: Food Service Associate II and Food Service Associate I at all three attendance centers.

Essential Functions/Major Responsibilities: The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

1. Recruit, hire, and evaluate Food Service personnel.

2. Responsible for buying food and supplies.

3. Makes recommendations for the purchase of equipment which would improve the quality and efficiency of the Food Service Program.

4. Arranges for repairs and maintenance of equipment.

5. Financial Responsibilities:
   - Processes Food Service deposits into Food Service accounts.
   - Submits invoices for prompt payment on PO/Requisitions.
   - Solicit competitive bids on food prices (including milk).
   - Keep an accurate Family Account listing and monitor the family accounts to maintain positive balances.
   - Routinely notify families and staff members of account balances and make follow up contact for accounts that are negative. Should keep records of steps taken to ensure that all accounts have a positive balance by recording your contacts and then reporting to the business office before each monthly Holy Family Finance Meeting.
   - Promote and make available to all families the Free / Reduced Application, follow through to make sure families complete the forms, and report the Free / Reduced list to the business office.
   - Submits monthly reports to the business office for preparation of financial statements.
   - Prepares a yearly budget in tandem with the business office.

6. Develops and implements the HACCP program.
7. Plans daily menus and insures the items become a part of the meal served.

8. Supervises and helps in the preparation and serving of breakfast and lunch meals.

9. Arranges for capable substitutes to take the place of Food Service personnel who might be absent.

10. Prepares promptly and carefully such records and reports as might be required by the Board, Administration, state and federal guidelines.

11. Insures that the rules for employment are known and enforced.

12. Instructs Food Service Associate II and Food Service Associate I in best practices of:
   a. Sanitation
   b. Handling of food
   c. Proper disposal of waste materials
   d. Careful planning and use of equipment
   e. Excess food disposal

13. Insures that OSHA regulations are observed; i.e. Bloodborne Pathogens, sanitation, etc.

14. Attends workshops and reads current literature in the field so the most nutritious food may be served to the students and staff at the lowest cost.

15. Maximizes commodities buying.

16. Treats all staff, students and suppliers in a fair manner.

17. Encourages Food Service personnel to be patient and cheerful when dealing with students and staff.

18. If complaints are consistent, evaluates current practices and determines if and how an area can be improved.

19. Performs other duties as directed by the Building Administrator or Principal.