



Job Title: Food Service Manager
Pay Grade:
Reports To: Principal

FLSA Status: Non-Exempt
Employment Status: At Will
Date Created/Updated: 4/04/2017

General Responsibilities

Managers lead the day-to-day Child Nutrition Operations. Food service managers must ensure high standards for safety/sanitation and meal quality as set forth by the requirements by the United States Department of Agriculture. In addition, they supervise employees, place food/supply orders, menu planning account for meal service and a la carte sales and ensure adequate inventory is available. Support and be committed to the Katherine Anne Porter School mission, vision, and core values. This is a part-time approximately 6 hours or less per day. The work week is Monday - Friday, following the school calendar for an 187 day year. Also to be in preparation for a 2018-2019 Administrative Review.

Qualifications

High School Diploma or GED
Food Manager Certification - preferred
Criminal Justice Fingerprint/Background Clearance
Food Handler's License

Experience

Complete a sanitation course either before or during first year as a manager
Three years experience in institutional food service operations
Must be able to pass Food Manager Examination administered by the Child Nutrition Department (if not already obtained)

Skills Requirements

This position requires knowledge of methods, materials, equipment, and appliances used in food preparation
Requires knowledge of health regulations and safety codes as set forth by city and state agencies
Strong computer skills and knowledge of Meal Time
Candidate must have strong communication, interpersonal, planning and organizational skills
Proficient in math and writing skills
Ability to manage personnel and finances
Maintain emotional control in stressful situations
Ability to meet assigned deadlines

Performance Requirements

- Keep up to date with all Texas Department of Agriculture news.
- Develop and maintain work schedules, menu, and production records.
- Ensure all food items are served according to menu specifications defined by departmental policies and procedures.
- Direct daily activities in the kitchen and cafeteria.
- Maintain food production that ensures the safety and quality of food procedures and department requirements.
- Ensure that food items are stored in a safe and hazard-free environment.
- Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
- Understand and utilize the Hazard Analysis Critical Control Point (HACCP) system to ensure food safety.
- Maintain accurate reports of daily and monthly financial, production, and activity records.
- Monitor inventory, production, and storeroom procedures to ensure items are adequately protected from theft.

- Order adequate quantities of appropriate food items to meet daily menu requirements.
- Maintain a safe and hazard-free working environment.
- Promote a pleasant and supportive environment including a positive image which conveys concern for the welfare of others.
- Committed to providing high quality nutritious meals to the students, staff, and faculty.
- Attend training classes and summer workshops as assigned.
- Supervise and train employees, promoting efficiency, employee morale, teamwork, and professional appearance.
- Monitor employees' production techniques to ensure that recipes are followed and batch cooking is used wherever applicable.

Physical and Work Environment

- Services provided will generally be on-site, within our facility and grounds.
- Using safe practices and methods in the operation of any equipment.
- Lift up to 40lbs and ability to stand for a prolonged period of time

Personal Work Relationships

- Candidate receives administrative supervision and is typically evaluated formally one time per year.
- Candidate has significant contact with school staff, faculty, and students.
- A spirit of respect and concern shown through friendliness and helpfulness.
- Candidate may also maintain contacts within the community to enrich the food supply and materials used in the cafeteria.

Additional Information

This job description is not an employment agreement or contract. Katherine Anne Porter School has the exclusive right to alter this job description at any time without notice.

This position is nonexempt from the Fair Labor Standards Act (FLSA). This means that you may be required to work more than 40 actual hours in a work week, if approved by your supervisor, and will receive additional compensation for such actual work in accordance with the Fair Labor Standards Act.

In accordance with applicable laws and Katherine Anne Porter School policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.