

Job Category: 7404
Excepted Qual. Standard: 084
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Director, BIE

**FOOD SERVICE MANAGER
CE/CY-7404**

CATEGORICAL PAY LEVEL:

Minimum Pay Level: 03
Maximum Pay Level: 03

DESCRIPTION OF WORK:

This job category covers positions that are responsible for the daily operations of a full service school cafeteria that prepare and serve breakfast, lunch, and dinner meals for consumption by students in accordance with Federal guidelines and school policies and procedures. These positions exercise technical and supervisory responsibilities for the work of five or more employees with three of them as cooks. Food service managers are responsible and accountable for all of the management and administrative functions of operating the cafeteria business, including human resources, program planning and reporting, coordination of program activities and issues with other programs and departments as necessary, efficient and effective operations, budget and finance, contract administration, property and supply management. They are responsible for the inventory and ordering of food, equipment, and supplies and arrange for routine maintenance and upkeep of the cafeteria, its equipment, and facilities. They are responsible for ensuring that the monthly and other required reports, including reports for reimbursement under the USDA school breakfast and school lunch programs are prepared and submitted as scheduled. Managers are responsible for assuring that the school cafeteria is in compliance with applicable tribal, state, and/or federal health and safety requirements. In addition to supervisory and managerial responsibilities, the incumbent is a working manager, which requires performance of the duties of a school cook as necessary.

LEVEL OF RESPONSIBILITY:

Food Service Manager is responsible for management and administration of a full food service operation at a school, which serves breakfast, lunch and dinner meals. And management responsibility involves the supervision of five or more subordinates, with three of them as cooks.

POSITION TITLE:

Official title is *Food Service Manager*.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelors of Arts Degree in Restaurant Management from an accredited College or University is fully qualifying for the position. Associate Degree or 60 college semester hours in food service management or culinary arts and two years related experience; OR High school or GED diploma and five years related experience [Successful completion of a one-year (two semesters) training program/trade school in food service or cooking may be substituted for one year's experience basis].

CONDITIONS OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

Food Service Manager must possess and maintain a valid food handler's certificate as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.

(Note: Conditions of employment should be stated in the position description for these positions and identified as such.)

PHYSICAL REQUIREMENTS:

Food Service Manager must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses

permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, and amputation of arm, hand, leg or foot will not disqualify and applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.