

## **SUPPORT SERVICE POSITIONS (FOOD SERVICE PERSONNEL/MANAGER I & II)**

### Qualifications

1. Has prior food service experience.
2. Can read and understand recipes and menus.
3. Can order proper amounts of food for meals with various portion sizes.
4. Can correctly assemble, operate, disassemble, and clean all food service equipment.
5. Successfully complete four years of certification courses sponsored by Child and Adult Nutrition Service within five years of date of employment as manager.
6. Be in good health and physically able to perform duties.
7. Attend Serve Safe Workshop within one year of employment.
8. Become nationally certified with three years of employment.

### Responsibilities

1. Understand and enforce proper handling, preparation and storage of food.
2. Implement and enforce state and local health regulations.
3. Supervise and evaluate all personnel under his/her direction and makes recommendations for promotions or dismissals.
4. Cope with and solve personnel problems.
5. Construct and utilize work schedules for kitchen personnel. Check all time cards and time sheets.
6. Arrange for substitute workers as needed.
7. Order food in quantities needed for timely delivery.
8. Check invoices with food received, record prices in inventory book, and
9. Count, extend, and total inventory book.
10. Complete production record books daily.
11. Complete daily cost sheets.
12. Complete weekly operating reports.
13. Insure proper operation and maintenance of equipment.
14. Develop positive rapport with administrators, faculty, staff, and students.
15. Adapt to current trends in the food service industry.
16. Administer school policies that relate to the food service.
17. Follow the policy handbook as published by the school district.
18. Report directly to the school nutrition director.
19. Assume other duties that may be assigned.

Manager I & Manager I

The difference between manager I & manager II is the number of meals and the number of staff supervised. Manager I supervises 9-16 people; manager II supervises 5-8 people. Both managers are directly supervised by the school nutrition director.