

FOOD SERVICE MANAGER (Schools)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for the nutritional operations in a school district. The incumbent plans, directs and administers school food service programs while carrying out policies and establishing procedures for the efficient and economical operation of school food service programs. Work is performed under the direction of a school business administrator with leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of Cook-Managers and other school lunch program personnel or incumbent may oversee food service operations provided by an outside contractor. A Food Service Manager (Schools) does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and directs the operation of the school breakfast and lunch programs for all schools in the district in accordance with state and federal guidelines;
- Establishes procedures to ensure efficient operation of the food service program and develops standard recipes;
- Coordinates the purchase of foods, supplies and equipment;
- Establishes inventory control procedures and ensures that adequate supply of food and food service equipment is available at all times;
- Assists in the interviewing and hiring procedures of the District for food service personnel;
- Trains and supervises food service personnel, determines staff assignments and evaluates work performance, and when necessary, makes recommendations regarding discipline and dismissal;
- Ensures high standards of cleanliness and sanitation and inspection of all kitchen and cafeterias;
- Directs the preparation of the school food service program budget for current and long-range expenditures and advises the administration of capital outlay for equipment;
- Develops cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations;
- Prepares and analyzes reports relating to school lunch program activities;
- May oversee employees of an outside food service contractor, to ensure compliance with State, federal and local regulations, contract requirements and school district policies;
- May maintain employee time records;
- May research, file and monitor grant applications/grants designed to improve food service operations;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and procedures of managing a school food service program including program planning, budget preparation and

control and purchasing; thorough knowledge of large scale food preparation and menu planning; thorough knowledge of sanitary food handling and storage; good knowledge of the selection, purchasing and care of equipment; good knowledge of institution administration in the areas of safety, personnel selection and training; good knowledge of fundamentals of nutrition as they apply to a school food service program; ability to plan, assign and supervise the work of subordinates; ability to develop and direct effective training programs; ability to express ideas clearly, to prepare reports and to keep records pertaining to a school food service program; ability to develop and maintain good personnel and community relations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate sufficiently to perform the essential duties of the position; initiative; tact; good judgment; courtesy; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

A) Possession of a Bachelor's degree in Nutrition, Food Service, Nutritional Management, or a closely related field and one (1) year of full time supervisory level experience in the large scale preparation and serving of food;

OR

B) Possession of an Associate Degree in Nutrition, Food Service, Nutritional Management, or a closely related field and three (3) years of experience in the large scale preparation and serving of food, two (2) years of which must have been in a supervisory level position;

OR

C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full time experience in the large scale preparation and serving of food, three (3) years of which shall have been in a supervisory level position.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/6/2020

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