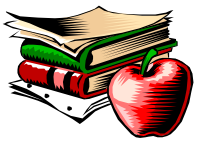
JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Campus Food Services Manager

Revised 10/14

DEFINITION

Under the direction of the Director of Food Services, plans, supervises, and participates in the operation and activities of a high school cafeteria and related food service areas; train, supervise, and evaluate the performance of assigned staff, and performs other duties as assigned.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Responsible to plan, supervise, and participate in the food service operations of the District, including preparation of breakfast, lunch, snack, and a la carte items; determine amount to be served; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage. E
2. Train, supervise, assign, and evaluate the performance of assigned food service personnel; obtain substitutes according to established guidelines. E
3. Calculate and requisition required quantities of food; contact vendors to order food and supplies as appropriate; inspect items received for quality and quantity; oversee and assist with proper storage and efficient use of food and supplies. E
4. Prepare and maintain a variety of record and report including Federal and State required reports related to inventory, budget, purchase orders, production, sales, food transportation, and daily recap sheets; submit statistical and financial data to the District Office. E
5. Plan, prepare, and develop menus in accordance with nutritional requirements, budget limitation, and available supplies. E
6. Assist in the preparation and monitoring of the budget for the site food service program. E
7. Communicate with the Principal and others to coordinate site food service activities with various educational programs, special events and activities, or other school services; plan and participate in food services for banquets, meetings, and other special events as required. E
8. Attend State and local meetings, conferences, and seminars related to food service operations and purchasing; maintain current knowledge of government regulations related to nutritional requirement and school food service programs. E
9. Distribute food secured from subsidy programs, schedule use, and maintain perpetual inventory. E
10. Supervise the collection of monies from students and staff; oversee and assist in developing card and ticket systems for the National School Lunch Program. E
11. Participate in food services activities as needed to assure quality and timeliness of high school cafeteria service. E
12. Perform other duties as assigned

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

Food Service and/or Restaurant experience and cashiering desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
Valid California Driver License
Food Safety Certification

KNOWLEDGE AND ABILITIES

Knowledge of

1. Basic methods of quality food service preparation.
2. Methods of preparing foods such as sandwiches, salads, and other food for cooking and consumption.
3. Sanitation and safety practices related to cooking and serving food.
4. Methods of cleaning and caring for kitchen equipment.
5. Proper handling and cashiering of money.
6. Proper handling of food products.
7. Basic math skills.
8. Basic record keeping techniques.
9. Health regulations and safe working methods and procedures.
10. Interpersonal skills using tact, patience, and courtesy.
11. Oral and written communication skills.
12. Proper lifting techniques.
13. District policies, rules, and regulations.
14. Planning, organization, and operation of a large food service program.
15. Methods of calculating and estimating needed food and supplies.
16. Methods of preparing, cooking, and serving of food in large quantities.
17. Standard kitchen equipment, utensils, and measurements.
18. Storage and rotation of perishable food.
19. Principles and practices of supervision and training.
20. Inventory methods and practices.
21. Record-keeping techniques.
22. State and Federal regulations for safety and sanitation in food production facilities.
23. Requirements of the National School Lunch Act and other pertinent State and Federal laws.

Ability to

1. Plan, supervise, and participate in the operation and activities of high school cafeteria and snack areas.
2. Train, supervise, and evaluate assigned staff.
3. Calculate, estimate, requisition, and order food and supplies.
4. Maintain records and prepare reports.
5. Assure proper food preparation, service and storage area in accordance with health, sanitation, and safety regulations.
6. Participate in and assure the maintenance of food service equipment and areas in a clean and sanitary condition.
7. Operate basic kitchen equipment, appliances, and utensils in a safe and efficient manner.
8. Meet schedules and timelines.
9. Work independently with little direction or supervision.
10. Establish and maintain cooperative and effective working relationships with others.
11. Communicate effectively both orally and in writing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

1. Office environment and outside and inside food services facilities subject to changing temperatures exceeding 90 degrees at times.
2. May have changing priorities and interruptions.
3. May work with moving equipment such as carts.

Physical Demands

1. Verbal, auditory, and written capabilities to effectively communicate with students, food service co-workers, supervisor, and other staff.
2. Standing and walking for extended periods of time.
3. Dexterity of hands and fingers to operate equipment.
4. Pulling, pushing, and lifting up to 35 pounds.
5. Clarity of vision at varying distances.
6. Continuous hand-eye coordination and manipulation of large and small objects.
7. Occasional kneeling, bending, stretching, and reaching.