

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

Position Title: **Food Service Manager/Cook**

JD AM 105
Updated: May 2009

Qualifications:

- Educational background to include an emphasis in the areas of food, nutrition, and institution administration training in food service operation from an accredited college, technical college.
- Advanced training in food nutrition and food preparation management that includes menu writing, personnel supervision, safety, sanitation, child nutrition, purchasing, inventory maintenance and others as regulated by law or Board action.
- At least two years experience in food service operation is required.
- Must pass a health examination including a tuberculin skin test or chest x-ray at beginning of employment.
- Must be able to stand for several hours on cement floors.
- Must be able to work in very warm environment and for short periods of time in refrigerated units.
- Must be able to perform duties during periods of high work peaks.
- Ability to work well with others in a team environment
- Ability to accept direction from supervisors
- Ability to follow work rules and procedures
- Ability to accept constructive criticism
- Ability to lead and manage others effectively.

Job Attitude:

- Exhibit flexibility in learning currently assigned duties, including operation of equipment used in learning new duties and/or methods and procedures and/or operation of new equipment as introduced.
- Cooperate when asked to do jobs not specifically on own work sheet.
- Exhibit pride in work by producing quality products service attractively, neatly and using the best possible sanitary method.
- Exhibit interest in and sense of responsibility for the job.
- Must be mentally alert with the ability to understand, follow and give oral and written instructions.

- Must have the knowledge and ability to proficiently perform basic arithmetic computations.
- Must have ability to deal courteously with the students and public and maintain effective working relationships with other district employees.
- Must be clean and neat: must wear an apron and hairnet, no rings (exception - wedding band) or earrings or other jewelry are permitted.

Immediate Supervisor: District Administrator

Position Function:

Under the general supervision of the District Administrator, the Food Service Manager/Cook has the overall responsibility of the school food service program operation in addition to food preparation and other food service duties so as to implement and coordinate a food service program and ensure high standards of nutrition, food production and service. The Food Service Program includes the National School Lunch Program, the National School Breakfast Program, the Summer Food Service Program, and the After school snack program. The Food Service Manager/Cook must be willing to attend and verify attendance in courses, workshops and seminars that ensure continuous professional growth and development. Alternative qualifications may be required as the Board of Education may find appropriate and acceptable. Continuous food service training is to be received yearly to improve job competence, improve food service quality and performance and to maintain employability in the Tri-County Area School food service program as Food Service Manager/Cook.

Specific Responsibilities:

1. Plans, organizes, directs and administers the food service program of the Tri-County Area School District according to the policies established by the Board of Education.
2. Prepares menus which meet all requirements for the required School Lunch Program patterns, evaluates nutrient content, and maintains high food quality standards.
3. Prepares all food supplies and equipment according to established specifications and procedures.
4. Receives food and non-food supplies in accordance with stated specifications and checks invoices against original orders.
5. Maintains inventory system for all food.
6. Prepares and manages the preparation of food within an established production system following standardized recipes, preparation, and service methods, and food handling techniques to ensure acceptable standards.
7. Maintains defined standards of sanitation and safety for personnel, food preparation, kitchen equipment and physical plant.

8. Conducts food service employees performance appraisals by directly supervising and evaluating all food service employees. Evaluation is to be completed no less than once yearly on each food service employee. Staffs, schedules, and plans work assignments and holds department meetings.
9. Prepares and maintains required records for food production, invoices, cost control, employee time sheets, that includes: inventory, equipment inventory, non-commodity inventories, etc.
10. Consults with the District Administrator and the Board of Education in coordinating the hiring, discipline, dismissal, promotion, demotion and employment process.
11. Replaces employees who are absent from work due to illness or other reasons.
12. Makes recommendations concerning meal prices to the administration and the Board of Education.
13. Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner. Surveys will be conducted to determine satisfaction of the food service program. Students will be encouraged to participate in the food service program.
14. Prepares and administers the food service budget in accordance with the District Administrator.
15. Attends relevant training classes and workshops.
16. Develops and implements job tasks so as to be available as needed for any or all duties.
17. Assumes responsibility for operation and cleaning the following equipment and for instructing supportive personnel in the use and care of the same: ovens, ranges, dishwasher, meat slicer, mixer with shredder and slicer attachments, can opener, scales, refrigerators, freezers, hood, carts and other food service equipment and utensils and/or new equipment when installed.
18. Directs and is responsible for working with individuals and organizations, whether school or non-school related, in the use of the food service facilities for school and non-school activities outside of the school day.
19. Maintains and updates the District Food Safety Program.
20. Provides input as it relates to nutrition and the District's Wellness Policy.
21. Performs other functions as needed.

Term of Employment: Salary and work year to be established by the Board.

Evaluation: Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the District Administrator.