

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY OH IO 44875**

**JOB DESCRIPTION
FOR
FOOD SERVICE MANAGER**

QUALIFICATIONS: High school diploma or equivalent and any applicable Food Service Director certification required by the State of Ohio. Meet all hiring requirements established by USDA for School Nutrition Program employees effective July 1, 2015.

RESPONSIBLE TO: Superintendent

GENERAL DUTIES: Provide student and staff populations with nutritious, appealing, quality food while incurring no expenses greater than revenues during the course of the school year.

SPECIFIC DUTIES:

1. Meet all required hours of annual continuing education training.
2. Track and confirm completion of all cafeteria staff required for continuing education training.
3. Set departmental goals and develop or encourage improvement in all aspects of operations.
4. Act as an effective member of the administrative team.
5. Actively participate on advisory board for food service program.
6. Supervises the overall operation of the school Lunch and Breakfast Programs.
7. Actively participate as a member of the Health and Safety Committee
8. Provide technical guidance on purchase and/or maintenance of food service equipment to the Director of Business Affairs.
9. Provide input/data to maintain approved wellness program adopted by the district – this to include on-going evaluation of food products sold and/or distributed throughout the entire building.
10. Completes and files all reports as required and/or requested by Federal, state and/or local agencies.

11. Sustain all required inspections/reviews of food service department as primary contact person and record keeper for said inspections/reviews.
12. Makes application for government surplus food (i.e. commodities) for school cafeteria use, and directs its distribution and transfer.
13. Provide timely report for administration and Board of Education.
14. Develop, implement and monitor practical systems in all areas of operation;
 - sanitation
 - food handling (complying with all State and Federal policies)
 - inventory control
 - revenue handling
 - safety
 - ensure that all Food Service personnel remain accountable for the above
 - recommend the purchase of food service equipment
 - develop and implement menus
 - schedule/secure maintenance/repairs of food service equipment
13. Supervises the planning and preparation of all special meals and/or refreshments required for school district-sponsored events.
14. Complete all pertinent reports and records while providing Superintendent with current financial information
15. Evaluate part-time food service personnel
16. Recommend employment of, train, assign and supervise all Food Service staff
17. Ensure availability of any foods, supplies or equipment needed by Food Service staff
18. Provide small banquet services as needed
19. Perform other duties as assigned by the Superintendent and/or his/her designee