



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Food Service Manager

**Class Code: 1130
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations of the Food Services Unit. coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the site Principals.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over food service staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Coordinate the organization, staffing, and operational activities for the Food Services Unit including preparing menus in accordance with dietary requirements, and promote the National School Lunch Program (NSLP) to schools.
 3. Participate in the development and implementation of goals, objectives, policies, and priorities for the Food Services Unit; identify resource needs; recommend and implement policies and procedures.
 4. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
 5. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
 6. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 7. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within the Food Services Unit; prepare work schedules for appropriate staff.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Participate in the development and administration of the food services program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and
9. Coordinate the services provided by the Food Services Unit with those of other divisions and outside agencies and organizations; provide staff assistance to the Site Principal; prepare and present staff reports and other necessary correspondence.
10. Prepare various menus in accordance with dietary requirements for the school lunch program; establish new items for menu varieties as needed.
11. Prepare food service agreements and contracts as required.
12. Promote the NSLP to all schools.
13. Train school site staff on NSLP regulations to ensure compliance with program requirements.
14. Oversee, inspect, and monitor safety and sanitation standards for school lunch program locations.
15. Ensure compliance with various state and federal rules and regulations on food services for student and adult programs.
16. Participate in the testing of new products and equipment.
17. Coordinate and oversee various catering activities with outside organizations.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of food services.
19. Demonstrate attendance sufficient to complete the duties of the position as required.
20. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of nutrition and menu preparation.
2. Special dietary needs and nutrition components.
3. Principles of budget preparation and control.
4. Principles of Recordkeeping.
5. Principles of effective supervision, leadership, training, coaching and performance evaluation.
6. Procedures, methods, and techniques of project and workflow management and organization.
7. National School Lunch Program rules and requirements.
8. Modern cafeteria and kitchen equipment.
9. Cash receipts audit requirements and safety and security.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Prepare menus in accordance with dietary requirements and nutritional value.
4. Operate a point of sale system.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in home economics, business administration, or a related field, and three years of responsible experience providing direct food services in an institutional setting including one year of supervisory or management experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with moderate to high pressure.

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