

Position:	Food Service Manager
Term:	9 Months
Classification:	Classified/Non-exempt
Location:	Jefferson Elementary
Qualifications:	ServSafe Certificate; previous experience with computer (OneSource, Excel, e-mail, etc.); inventory management grocery ordering and receiving, managing people; cafeteria styled food preparation; serving; clean up; and other miscellaneous duties as may arise or be directed.
Supervisory:	Yes
Reports to:	Director, Nutrition Services Program

The individual in this position assists in the preparation and service of quality food to students in a quick and pleasant manner

#### General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Ability to read and comprehend simple instruction, short correspondence, and memos.
- Ability to write simple correspondence.
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Add and Subtract two (2) digit numbers and multiply and divide with 10's and 100's.
- Perform above mathematical operations using units of American money and weight measurement, volume and distance.
- Apply common sense understanding to carry out detailed by basic written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.

- Work in a friendly manner with co-workers and students.
- Ability to plan own work schedule and to direct helpers under his/her supervision.

#### Essential Functions:

- Daily management of student accounts.
- In charge of receiving and depositing money.
- Grocery ordering.
- Inventory control.
- Follow production records.
- Manage daily kitchen operations, making sure required state and local health and safety regulations are being met.
- Attend monthly managers meetings.
- Carry out all other duties as assigned.

#### **Physical Demands**

The individual who holds this position should be able to lift up to fifty (50) pounds safely, such as milk crates, frozen food, canned food, etc., as well as stand for long periods of time. The employee is frequently required to walk and continuously required to stand. Frequently, the individual in this position is required to twist at the neck and trunk while performing the duties of this job. This position occasionally requires the employee to reach with hands and arms, and stoop, kneel, crouch, or crawl and continuously use hand strength to grasp tools.

#### **Attendance**

Regular and consistent attendance is an essential function of this position.

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

#### **Conditions and Environment**

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The individual in this position must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where the employee has to raise their voice to be heard. There is a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee will be exposed to chemicals such as soap product and cleaning agents.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.