



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **FOOD SERVICE PRODUCTION MANAGER**

FLSA: Non Exempt

TITLE: Food Service Production Manager

QUALIFICATIONS:

- High School diploma or equivalent.
- B.A. Preferred
- Valid driver's license recognized by the State of Arizona
- Minimum of three years experience in a food service operation (school food service preferred), including at least one year in a supervisory role.
- Knowledge of computerized point of sale and Microsoft computer skills.
- Apache County Health Card, HAACP certified, preferred.
- Personal hygiene maintenance.
- Ability to develop and maintain effective relationships with students, staff and parents.

REPORTS TO: Administrator

GENERAL FUNCTION: He/She will be involved in the planning and direction of the Food Service operation for the entire School District. He/She will maintain an awareness of State and Federal Food Service standards including health, nutritional and safety standards. He/She assumes responsibility for the training of food service employees. He/She is responsible to purchase supplies and equipment necessary to operate the Food Service Department. He/She will be responsible to develop wholesome menus, maintain control and evaluate the overall food service operation. Maintains a high level of confidentiality.

PERFORMANCE RESPONSIBILITIES:

- Assumes responsibility for the functional operation of the food service program.
- Plans monthly menus; orders food and supplies in a timely manner.
- Orders, plans, and supervises the work necessary to prepare and serve school meals.
- Prepares and serves food using proper portions according to the National School Lunch regulations.
- Supervises and helps in the cleaning of the cafeteria and equipment.
- Works rapidly and efficiently in performing tasks.
- Works effectively with school personnel and students, supports school wide activities.
- Applies and maintains high standards of sanitation and personal hygiene.
- Collects, tallies and deposits daily receipts, at least once a week.
- Maintains proper food safety in compliance with local health department regulations.
- Attends staff meetings and staff development training, as needed.
- Assists in all areas of the school food service program, as directed.
- Uses good business practices to keep food and labor costs in line with program revenues.

PHYSICAL DEMANDS:

- Exerts physical effort with frequent reaching, stooping, lifting and carrying food items and objects weighing up to fifty (50) pounds.
- Stands and walks on hard flooring for long periods of time.
- Works around a wide range of temperatures.
- Works with chemical cleaning agents.

TERMS OF EMPLOYMENT: 9 month / full time (hourly wage for additional hours as deemed necessary during school breaks and the summer months by the District Administrator. Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

CLASSIFICATION: Classified Staff



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____