

Bottineau Public School District

Food Service Manager Job Description

Qualifications:

1. High School Diploma or GED.
2. Previous work experience or training in food service.
3. Possess management skills.
4. Demonstrated knowledge of food safety and sanitation through formal training.
5. Basic computer skills.

Reports to:

The Superintendent of Bottineau Public Schools.

Supervisory Responsibilities:

Food Service Assistants

Performance Responsibilities:

1. Assign, direct, plan and supervise the work of kitchen employees.
2. Develop monthly menus according to USDA guidelines and regulations and make recommendations for new food products.
3. Plan, direct and help with the preparation, distribution and serving of food as specified on the menu.
4. Assume responsibility for the security and proper storage of food and supplies.
5. Determine grocery needs and ensure food product rotation by conducting weekly inventory of freezers, coolers and storerooms.
6. Submit a food and supply order weekly and as needed.
7. Maintain appropriate records on food and supplies ordered, received and used and complete a monthly inventory.
8. Ensure proper safety, sanitation, quality and portion controls are used.
9. Oversee and participate in the cleaning of the kitchen, dining and storage areas.
10. Train new food service assistants.
11. Display a positive and friendly attitude towards students and staff.
12. Maintain excellent communication with administration by relating food service related student issues.
13. Maintain a high level of ethical behavior and confidentiality.
14. Participate in any in-service training as the district may require.
15. Other duties as assigned.

Date adopted: December 2014

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Superintendent of Bottineau Public Schools.