

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE MANAGER – FOOD SERVICES

BASIC FUNCTION:

Under the direction of the Director-Food Services, supervise, coordinate the Operations of District Cafeterias; assure compliance with District, state and federal laws, regulations and reporting requirements.

REPRESENTATIVE DUTIES:

Supervise the operation of District cafeterias to assure compliance with State and Federal nutritional and serving size requirements and District standards, policies, procedures and menu plans. **E**

Assure compliance with sanitation and safety standards in the Food Services environment; monitor sanitation of food preparation, serving, storage and cleaning of equipment, plates, utensils and the kitchen and cafeteria facility. **E**

Assist Food Services personnel in identifying and resolving cafeteria issues including employee discipline, facility and equipment needs and other operations questions. **E**

Visit school sites to assure proper food preparation, service and storage and correct use of kitchen equipment; recommend methods to improve operating efficiency and effectiveness. **E**

Supervise the compliance of Hazard Analysis and Critical Points (HACCP), safety and sanitation of food, temperatures, storage and service from point of receipt to service and leftovers. **E**

Review daily and monthly reports and records to assure correct and timely submission; assist with the physical inventory of food and supply items. **E**

Train and supervise assigned Food Services employees; assist with employee discipline and other personnel-related issues; review applications for substitute employees and conduct interviews; provide input regarding personnel transfers and reassignments.

Evaluation of food delivery routes from Central Preparation site to satellite sites; time management of delivery personnel and routes. **E**

Assure adequate coverage for food service facilities; assign substitute food service personnel to maintain records related to absenteeism and substitute hours for payroll purposes; create and maintain food service department staffing records. **E**

Plan and oversee special events; communicate with contact person; notify personnel involved; order food and supplies and arrange for delivery; set up and make necessary arrangements for service. **E**

Evaluate menus to ensure deliveries, equipment, space and personnel availability at school site. **E**

Supervise ordering and delivery of food and supply items to meet the menu requirement. **E**

Coordinate the delivery of food from central receiving location to school sites. **E**

Coordinate the installation of point of sale at school sites. **E**

Maintain records and prepare reports; prepare satellite school preparation and serving instructions, forms and schedules. **E**

Assist with various food service activities at school sites as necessary; assist with lunch ticket sales and work on food carts.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Meal production planning and scheduling.
Planning, organization and operation of a large food service program.
Quantity food preparation.
Principles and practices of supervision and training.
Use and care of institutional kitchen equipment and utensils.
Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Standard office equipment including typewriter and calculator.
Nutritional factors necessary to meet state regulations.

ABILITY TO:

Direct and coordinate a food service operation in compliance with District, state and federal requirements.
Analyze situations accurately and adopt an effective course of action.
Train others in the preparation of food in large quantities, following standardized recipes.
Make arithmetic calculations with speed and accuracy.
Understand and follow oral and written directions.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Plan and organize work.
Supervise and evaluate assigned staff.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Work independently with minimal supervision.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in a planned food service management or nutrition program and two years supervisory or management experience directing a high school, central kitchen or related quantity food service operation.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria and office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Bending at the waist; pushing and moving heavy objects. Walking to conduct inspections of food service facilities, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time, and dexterity of hands and fingers to operate a typewriter and standard office equipment.