

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Food Service Manager II

JOB CODE: 5702

DEPARTMENT: Food and Nutrition

PAY GRADE: 27 (B4)

DATE: 02/25/2005

---

### BASIC OBJECTIVES

The school food service manager is directly responsible for the fiscal management and operation of the food service program of an individual school, as well as any satellite programs assigned to that location. He/she must manage the program in compliance with the School Board of Miami-Dade County Administrative Rules, the Department of Food and Nutrition School Food Service Procedures Manual and any additional local, state and federal regulations. The responsibilities include directing all aspects of the daily operation of meal preparation, food ordering, daily reports, monthly inventories, training, and use and knowledge of computerized systems.

### JOB TASKS/RESPONSIBILITIES

1. Provides supervision, technical assistance and training to all food service employees within the individual school location.
2. Oversees the operation of any satellite programs assigned to their location to ensure these programs are operating according to local, state and federal regulations.
3. Ensures that all computerized food ordering is completed by the established food ordering production schedule, maintains strict control over all food and non-food items ordered by computer on a weekly basis to ensure adequate quantities are available for meal production and service.
4. Supervises food production and service to ensure that meals served are nutritionally adequate, meet high standards for flavor and appearance and meet all federal and state requirements.
5. Reviews computerized statistical reports issued from the Department of Food and Nutrition to monitor profit and loss and determines appropriate actions as necessary.
6. Trains food service staff to successfully meet the standards of the National School Breakfast and Lunch Programs relating to food preparation, serving, display techniques and sanitation practices.
7. Demonstrates knowledge and ability to train food service employees on the computerized Point of Sale Cash Register in order to maintain accurate student meal eligibility, correct meal and a la carte prices and ensures offer versus serve program and accurate cash exchange.
8. Responsible for counting and recording all prepayments and daily cash collections, follows established School Food Service Procedures for End of Day Reporting of all cash and meal transactions during meal service, and prepares daily deposit according to established food service procedures and ensures that money is accounted for and placed in a secure place in the front office. The Food Service Manager is also responsible for the signed receipt of deposit.
9. Maintains adequate and accurate food production records as required by local, state and federal regulations to ensure required portions are prepared and served.

10. Ensures all required daily reports are accurately completed and filed for audit purposes.
11. Responsible for verifying all receipt of goods against invoices and delivery tickets, signs and submits the receipt of goods to Accounts Payable for payment on a timely basis and records and counts all food and non-food items received. Maintains a detailed inventory on a monthly basis through use of the computerized inventory program for Food Service Accounting.
12. Interviews perspective food service employees according to established personnel procedures, with the final selection and approval made by the school principal; conducts a formal meeting for newly hired employees to document and inform them of all food service policies and procedures as stated in the Professional Standards Handbook and reviews job descriptions and duties.
13. Assists school principal with documentation of employee performance.
14. Reports on-the-job-injuries and reviews medical documentation upon employee return following the Office of Risk/Benefit Management protocol.
15. Monitors and reviews all hours reported on the daily time sheet for each food service employee, prepares payroll and submits to the payroll clerk according to the established payroll schedule and procedures. Distributes payroll checks and addresses/solves discrepancies noted by food service employees. Reports and prepares special functions and/or overtime payroll forms for submission to the payroll clerk.
16. Ensures all entitled food service employees receive a uniform allowance according to procedure; prepares and monitors mileage reports for approved food service personnel and car usage allowance, if applicable.
17. Schedules and monitors labor hours to meet the established formula for work hours used and makes necessary adjustments as necessary.
18. Supervises all contracted and after school care programs and ensures all food ordering, food preparation and daily reports are completed according to established procedures.
19. Acts as a liaison between the school staff, students, various departments within the district, vendors, parents and community; handles and adjusts to emergency situations within each school day.
20. Supervises and trains all food service personnel in the proper use and safety features of all equipment; maintains equipment and facility and contacts maintenance department to report needed equipment and facility repairs.
21. Practices and ensures adherence to all safety procedures related to facility and equipment usage, maintains a safe working environment for all employees; opens and closes the food service area and ensures that equipment is turned off before securing the area.
22. Contacts representatives of the health department as necessary and assists them during routine school site visitations, food spoilage checks, or suspected food borne illness investigations.

23. Coordinates the smooth operation of the entire food service program and maintains an organized office work area; organizes all reports, receipts, memos, procedures etc. according to policy and maintains all necessary records for a minimum of three years for audit purposes.
24. Reviews current developments, literature and technical sources of information related to the job responsibility; attends all scheduled meetings and inservice training sessions conducted by the Department of Food and Nutrition.
25. Performs other work related duties as assigned.

## **PHYSICAL REQUIREMENTS**

This is medium to heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual acuity. The worker is exposed to hazards and the work is performed indoors.

## **MINIMUM QUALIFICATIONS REQUIREMENT**

1. High School Diploma or equivalent.
2. Three (3) years of food service experience.
3. Possession of a valid Florida driver's license as this position requires attendance at district and region meetings.
4. Completion of 21 credit hours in nutrition related classes, and meal participation of 851-1600. Successful completion of the M-DCPS Food Service Manager Intern Program.

OR

In lieu of completing the M-DCPS Food Service Manager Intern Program, a Bachelor's degree in Institutional Management, Hotel and Restaurant Management or Food and Nutrition Dietetics and successful completion of a modified M-DCPS Food Service Manager Intern Training Program.

OR

Completion of a School Food Service Manager Intern Program in another school district or an Institutional Food Service Management Program, and successful completion of a modified M-DCPS Food Service Manager Intern Training Program.