

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Food Service Manager (Lead Cook)

GENERAL SUMMARY

Food Service Managers (FS Mgr) have responsibility to provide lead direction to other food services personnel assigned to their kitchen, to correct and specify methods and to perform skilled food service work. They schedule daily job assignments and have overall responsibility for meal preparation and serving. FS Mgr reports to central kitchen manager, works with van driver, and other food service workers. Works directly with administrators, students, and teachers to provide desired type of food service. Maintain a good working relationship with other school staff and students putting into practice established FNS guidelines.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED; completion of basic food and nutrition services training program preferred; previous food service experience preferred; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work
- Valid Washington State Food Handler's Permit
- AFSA membership required
- AFSA certification preferred

Required Knowledge, Skills and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

- Knowledge of proper food handling practices and techniques
- Knowledge of proper sanitation standards related to large-scale food preparation, serving and storing
- Ability to establish and maintain good working relationships with food service staff, other employees, and students
- Ability to handle case receipts
- Ability to operate a point of sale computer terminal
- Ability to maintain accurate records
- Ability to work in a team setting
- Ability to use a computer and access e-mail, send attachments, create and open documents
- Good communications skills

- Strong customer service skills
- Good merchandising skills
- Ability to stand or sit for prolonged periods of time
- Ability to lift up to 50 lbs unassisted
- Ability to perform repetitive motions including bending, stretching, and working with or near machinery and cleaning chemicals

DUTIES AND RESPONSIBILITIES

- Provides for the serving of meals to students; collects and enters into the student meal account money received; forwards orders to the central kitchen; re-thermatizes and distributes meals; receives daily lunch deposits, runs low and negative balance notices for parents
- Orders food and supplies as needed to maintain proper inventory and stock rotation
- Manages inventory including checking dates on bags, freezing food when dates come due, and checking temperatures of food; assures products are rotated properly
- Manages and participates in the preparation of food, serving of food, clean up, directs the work of kitchen helpers and student helpers
- Assures proper care and storage of food and supplies, making sure food is stored and/or served at the proper temperature, maintaining documentation of recording daily temperature on charts
- Collects and makes cash ready for deposits for the breakfast and lunch program
- Maintains accurate records through the use of the point of sale system
- Maintains kitchen in clean, sanitary condition to comply with safe food handling procedures
- Maintains proper records as prescribed by the USDA for the state record books
- Assigns work activities and assures employees record hours and complete proper forms
- Serves as a member of the food service team of the district; performs related duties consistent with the scope and intent of the position as assigned
- Performs other duties as assigned

REPORTS TO: Kitchen Manager

SUPERVISOR: Food Services Director

5/9/01