

## EMPLOYEE JOB DESCRIPTION

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| <b>JOB TITLE:</b>   | Food Service Manager         |
| <b>DEPARTMENT:</b>  | Kitchen/Food                 |
| <b>CLASSIFICATION:</b><br>Exempt /Nonexempt   | Nonexempt                    |
| <b>REPORTS TO:</b>  | Senior Director of Education |
| <b>SUPERVISORY RESPONSIBILITY:</b>  | Yes                          |
| <b>POSITION TYPE AND EXPECTED HOURS OF WORK</b><br>full time or part time<br>typical work hours and shifts<br>days of week<br>overtime expectations | Monday – Friday<br>Fulltime  |
| <b>REVIEWED/REVISED DATE:</b>   | September 2023               |

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| <b>REQUIRED EDUCATION:</b>  |
| <ul style="list-style-type: none"> <li>• Associate degree in Nutrition, Culinary Arts, Food Service Management, or a related field</li> </ul> |

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| <b>REQUIRED LICENSE:</b> |
| N/A                      |

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| <b>REQUIRED CERTIFICATIONS:</b>  |
| <ul style="list-style-type: none"> <li>• Current food handler’s card and other certification(s) as required by Federal/State/Local law.</li> </ul> |

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| <b>REQUIRED WORK EXPERIENCE:</b>   |
| <ul style="list-style-type: none"> <li>• Relevant experience in food service management, preferably in an educational or childcare setting.</li> </ul> |

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| <b>PREFERRED QUALIFICATIONS:</b>  |
| <ul style="list-style-type: none"> <li>• Knowledge of nutritional guidelines, food safety regulations, and dietary restrictions.</li> <li>• Strong leadership, communication, and organizational skills</li> <li>• Proficiency in budget management and computer applications related to food service management</li> <li>• Provide positive customer service</li> <li>• Self-motivated with a high energy level</li> <li>• Conflict resolution skills</li> </ul> |

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| <b>JOB SUMMARY/PURPOSE (1325 Character Max):</b>   |
| <p>The Food Services Manager is responsible for overseeing the planning, preparation, and delivery of nutritious meals to students across the campus to include Early Education and Elementary. This role ensures that all meals adhere to relevant nutritional guidelines, food safety regulations, and dietary restrictions. Management of programs such as national school lunch program is a core component of the work.</p> <p>The Food Services Manager is also responsible for managing the day-to-day operations of the campus’s food service program. This includes planning menus, supervising kitchen staff, ordering food supplies, and ensuring the delivery of high-quality, nutritious meals to students as well as all related paperwork and compliance. The Food Services Manager plays a crucial role in maintaining food safety standards and compliance with dietary guidelines.</p> |

## **ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job d escription can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

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| <b>ESSENTIAL JOB FUNCTION (1): Planning &amp; Preparation</b>   |
| <ul style="list-style-type: none"> <li>• Develop and create well-balanced and age-appropriate menus that meet nutritional standards and cater to the dietary needs of students. Consider factors like ages, allergies, cultural preferences and accreditation standards.</li> <li>• Oversee the cooking and preparation of meals, ensuring that proper food handling and safety protocols are followed.</li> <li>• Ensure that all meals are prepared in a clean and sanitary environment.</li> <li>• Serve as lead cook in Elementary School kitchen, support in early education kitchen.</li> </ul> |
| <b>ESSENTIAL JOB FUNCTION (2): Procurement, Quality Control &amp; Safety</b>  |
| <ul style="list-style-type: none"> <li>• Manage inventory and order food supplies, ingredients, and equipment as needed to maintain smooth kitchen operations while adhering to budgetary constraints for entire campus.</li> <li>• Monitor the quality and presentation of meals to ensure they meet established standards.</li> <li>• Address any issues related to food quality promptly.</li> <li>• Implement and enforce strict food safety and hygiene practices to prevent contamination and foodborne illnesses. Maintain records of food safety inspections and compliance.</li> </ul>       |
| <b>ESSENTIAL JOB FUNCTION (3): Staff Supervision</b>  |
| <ul style="list-style-type: none"> <li>• Hire, train, and manage kitchen staff, including lead cook and support personnel.</li> <li>• Set work schedules and assign duties to maintain an efficient operation across the entire campus.</li> <li>• Ensure all food services personnel receive all necessary training and are up-to-date on certifications.</li> <li>• Lead onboarding of new team members.</li> </ul>   |
| <b>ESSENTIAL JOB FUNCTION (3): Budget Management &amp; Compliance</b>   |
| <ul style="list-style-type: none"> <li>• Develop and manage budgets related to food services, including cost control, expense tracking, and financial reporting.</li> <li>• Manage food billing and all related paperwork for programs such as National School Lunch Program.</li> <li>• Ensure all components of food programs utilized, such as National School Lunch Program are within compliance.</li> <li>• Ensure that all meals served comply with local, state, and federal nutritional guidelines. Monitor portion sizes and balance the nutritional content of meals.</li> </ul>           |
| <b>ESSENTIAL JOB FUNCTION (4): Administration</b>   |
| <ul style="list-style-type: none"> <li>• Collaborate with school administrators, teachers, parents, and students to address dietary concerns, feedback, and special dietary needs.</li> <li>• Maintain accurate records related to meal planning, food orders, inventory, and financial transactions.</li> <li>• Prepare reports as necessary.</li> <li>• Coordinate meals as necessary for additional events such as field trips, parent events or other campus-wide events.</li> </ul>  |

**MARGINAL JOB FUNCTIONS**

These are non-essential job functions.

| MARGINAL JOB FUNCTIONS |  |
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|                        | <ul style="list-style-type: none"> <li>Ability to listen, respond appropriately, and make decisions in the interest of the Center and its stakeholders.</li> </ul> |

**ADA CRITERIA**

| PHYSICAL REQUIREMENTS          | DESCRIPTIONS  | FREQUENCY<br>(O) = 1-33%<br>(F) = 34-66%<br>(C) = 67-100%<br>OF TIME |
|--------------------------------|---|--|
| Squatting                      | To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.                                 |  |
| Bending/Stooping               | To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.                     |  |
| Climb Stair                    | To go up or ascend, by using the hands and feet or feet only.   |  |
| Climb ladder                   | To go up or ascend, by using the hands and feet or feet only.   |  |
| Driving                        | Operate a motorized vehicle.  | O  |
| Reaching Overhead              | To touch or grasp by extending a part of the body such as a hand).  | O  |
| Hand: Grasping                 | To seize and hold one or more objects in one's hand(s). To work with the hands in placing/turning motions.  | F  |
| Hand/Finger: Fine Manipulation | To manipulate small objects rapidly and/or accurately.  | F  |
| Hearing                        | Ability to distinguish between different tones in person and through electronic devices and understand meaning of words associated with them. To comprehend language. | C  |
| Speaking/Talking               | Ability to express or communicated by voice words and ideas to others.  | C  |
| Communication                  | Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.  | C  |
| Vision                         | Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.  | C  |
| Color Vision                   | Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.   | C  |

| PHYSICAL REQUIREMENTS | DESCRIPTIONS  | FREQUENCY<br>(O) = 1-33%<br>(F) = 34-66%<br>(C) = 67-100%<br>OF TIME | HOURS/DURATION AT A TIME | DISTANCE | WEIGHT |
|-----------------------|---|--|--------------------------|----------|--------|
| Standing              | Remaining on one's feet in an upright position at a workstation without moving about. | C  | 8 hours                  | N/A      | N/A    |
| Sitting               | Remaining in a seated position.   | O  |                          | N/A      | N/A    |
| Walking               | To move about on foot or traverse work area.  | F  |                          | N/A      | N/A    |
| Pushing/Pulling       | May include office drawers, carts.  | O  |                          |          |        |
| Lifting               | Raising or lowering an object from one level to another.                              | F  |                          | N/A      |        |
| Carrying              | Transporting an object, usually holding it in the hands or arms, or on shoulder.      | F  |                          |          |        |

**WORK ENVIRONMENT AND TRAVEL** - work environment; temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job; along with the percentage of travel time expected for the position.

| ENVIROMENTAL CONTITIONS:<br>Job requires exposure to the following: | FREQUENCY<br>(O) = 1-33%<br>(F) = 34-66%<br>(C) = 67-100%<br>OF TIME |
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| Blood and/or fluids   | O  |
| Latex   | F  |
| Extreme noise (interferes with normal conversation)                 | F  |
| Wet or humid conditions (non-weather)                               | F  |
| Extreme heat (non-weather)  | F  |
| Extreme cold (non-weather)  | F  |
| Hazardous waste   | O  |
| Fumes or airborne particles   | O  |
| Toxic or caustic chemicals  | O  |
| Risk of radiation   | O  |
| Risk of electrical shock  | O  |
| Work near moving mechanical parts                                   | C  |
| Vibration   | C  |
| Work in high, precarious places                                     | F  |
| Grease or oil   | F  |
| Outdoor weather conditions  | O  |

**EEO**

**STATEMENT**

Jack & Jill Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference,



marital status, pregnancy, disability, veteran's status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director \_\_\_\_\_ HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_