

Food Service Manager for St. Gregory the Great Catholic School

Purpose: The food service manager is responsible for serving meals and clean-up as needed.

Responsible to: School Principal and Food Service Site Manager

Qualifications:

1. Certification of Health for School Personnel form on file in the sponsor's office (after employment offer is made).
2. Completion of the Virtus: Protecting God's Children training and related policies.
3. Successful completion of the KSDE's food safety training requirement within six months of employment.
4. Desire to apply training received.

Essential Functions:

1. Know of or learn basics of quantity cooking.
2. Communicate effectively with members of the food service staff, principal, volunteers, students, sponsor's staff, and the community.
3. Work cooperatively with all personnel.
4. React to change productively and complete tasks as assigned.
5. Appropriately operate all equipment required.
6. Attend classes, in-services and workshops as assigned by child nutrition program manager or director. Each year, at least 6 hours of professional development.
7. Support the school's mission and goals.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Requires stooping, bending and reaching.
4. Must work in a noisy and crowded environment.
5. Must work in and around fumes and odors.

General Responsibilities:

1. Organize volunteers to assist with food service.
2. Prepare condiments for meal service.
3. Check to see how many students, staff and guests are expected to eat each meal.
4. Check to ensure all menu items are available and are offered.
5. When food is delivered/returned, checks and records the quantities, temperatures, acceptability and appearance.
6. Serve meals to students and adults at the specified time.
7. Use portion control standards as specified by the food service site manager or food service director.
8. Keep serving area clean at all times.
9. Wash and sanitize small equipment used in meal service or returned to base kitchen.
10. Report any faulty equipment or accidents to food service site manager, food service director or building principal in a timely manner.
11. Help with any phase of kitchen operations as necessary.
12. Practice good personal hygiene and food safety.
13. Complete other duties as assigned by the principal or food service site manager.